

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Public Services – RULES – The Andhra Pradesh Reorganisation Act, 2014 – The Andhra Pradesh State and Subordinate Service Rules, 1996 – Adaptation to the State of Telangana – Orders – Issued.

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**GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**

G.O.Ms.No.196.

Dated:28-5-2016.

Read the following:

1. G.O.Ms.No.436, General Administration (Ser.D) Department, dt.15.10.1996.
2. The Andhra Pradesh Reorganisation Act, 2014.

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**ORDER:**

Whereas, by virtue of Section 3 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014), the State of Telangana comprising the territories specified therein has been formed with effect from 02.06.2014;

2. And whereas, by section 101 of the said Central Act, the appropriate Government i.e., the State of Telangana, is empowered by order, to make such adaptations and modifications of any law (as defined in section 2(f) of the Act) made before 02.06.2014, whether by way of repeal or amendment, as may be necessary or expedient, for the purpose of facilitating the application of such law in the State of Telangana, before expiration of two years from 02.06.2014; and thereupon, every such law shall have effect, subject to the adaptations and modifications so made, until altered, repealed or amended by a competent Legislature or other competent authority;

3. And whereas, the Andhra Pradesh State and Subordinate Service Rules, 1996, popularly known as General Rules, made by the Governor, in exercise of the powers conferred by the proviso to article 309 of the Constitution of India, vide G.O., first read above, published in the Andhra Pradesh Gazette, Part-I, Extraordinary, dt.27.1.1997 and as amended from time to time, are in force in the State of Andhra Pradesh as on 01.06.2014;

4. And whereas, the Government, keeping in view the requirement of the State, after careful examination, have decided to adapt the said Andhra Pradesh State and Subordinate Service Rules, 1996, which were in force as on 01.06.2014, with certain modifications and amendments in respect of the members of the State and Subordinate Services of the Government of Telangana.

5. Accordingly, the following Notification will be published in an Extraordinary issue of Telangana State Gazette, dated:28-5-2016.

**NOTIFICATION**

In exercise of the powers conferred by section 101 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014), the Governor of Telangana, hereby makes the following Order, namely:-

1. (1) This Order may be called "the Andhra Pradesh State and Subordinate Service Rules, 1996 (Telangana Adaptation) Order, 2016".

(2) It shall come into force with immediate effect.

2. For the purpose of this Order and the rules adapted herein, the expression "the State" shall have the meaning and areas specified in section 3 of the Andhra Pradesh Reorganisation Act, 2014 (Central Act No.6 of 2014).

3. The comprehensive State and Subordinate Service Rules, with suitable modifications and amendments, as shown in the **Annexure** to this Order, shall be the Telangana State and Subordinate Service Rules.

6. A copy of this order along with Annexure is available and can be accessed at <http://goir.telangana.gov.in/>

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

RAJIV SHARMA  
CHIEF SECRETARY TO GOVERNMENT

To  
The Commissioner, Printing, Stationery and Stores Purchase, TS, Hyderabad.  
(for publication of the Notification in the TS Gazette and supply of 1000 copies to the Government).  
All the Departments of Secretariat.  
All the Heads of Departments.  
All the District Collectors.  
The Registrar, High Court of Judicature at Hyderabad.  
The Registrar, APAT, Hyderabad.  
The Secretary, TSPSC, Hyderabad.

Copy to:  
The Law Department.  
The PS to Principal Secretary to Chief Minister.  
The PS to Chief Secretary to Government.  
The PS to Secretary to Government (Services), GAD.  
All Services Sections in GAD.  
SF/SCs

//FORWARDED BY ORDER//

  
SECTION OFFICER.

## **ANNEXURE**

[to G.O.Ms.No.196, General Administration (Services-D) Department, dt.28.5.2016]

### **1. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES:**

- (a) These Rules may be called the Telangana State and Subordinate Service Rules, 1996.
- (b) The Gazetted and Non-Gazetted posts under the Telangana State Government shall be constituted into various State and Subordinate Services and they shall be governed by the Telangana State and Subordinate Service Rules (General Rules) and the Special Rules as well as Adhoc Rules issued by the Government.
- (c) These rules shall apply to the State and Subordinate Services and to the holders of posts, whether temporary or permanent included in any State or Subordinate Service, except to the extent otherwise expressly provided:-
  - (i) by or under any law for the time being in force;
  - (ii) in respect of holders of any post, appointed by contract or agreement subsisting between such holders and the State Government.
- (d) Relation to Special Rules: If any provision in these rules is repugnant to the provisions in the special rules applicable to any particular service in regard to any specific matter, the latter shall, in respect of such service and such specific matter, prevail over the provisions in these rules.

### **2. DEFINITIONS:**

In these rules, unless there is anything repugnant in the subject or context:-

- (1) "Adhoc rules" means rules issued to govern;
  - (i) a temporary post in a Service, Class or Category which is not covered by any Special Rules; or
  - (ii) all or some of the services in regard to issues of common applicability of all such services.
- (2) Appointed to a Service:- A person is said to be "appointed to a service" when, in accordance with these rules, except under rule 10 and in accordance with the Special Rules or Adhoc Rules applicable to such service he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

Explanation:- The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or same service or to discharge the current

duties thereof does not amount to appointment to the latter service or post in the same service, as the case may be,

- (3) "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category.
- (4) "Approved probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation in such service, class or category.
- (5) Appointment or Recruitment by transfer: A candidate is said to be appointed or recruited by transfer to a service;
  - (a) if, at the time of his first appointment thereto, he is an approved probationer in the High Court Service or Legislature Service in the State of Telangana or in any other service, the rules for which prescribed a period of probation for members thereof; or
  - (b) in case at the time of his first appointment thereto, he is the holder of a post which has been included in another service, but for which no probation has been prescribed, if he has put in that post, satisfactory service for a total period of two years on duty within a continuous period of three years.
- (6) "Armed Forces of the Union" means the Army, Navy or Air Force of the Union.
- (7) "Socially and Educationally Backward Classes" mean the communities mentioned in Part-C of Schedule-I.
- (8) "Cadre" means the posts in various classes, categories and grades in a service.
- (9) "Commission" means the Telangana State Public Service Commission.
- (10) "Confirmed Member" means a member of a service who has been confirmed in a service under the State Government in accordance with rule 21.
- (11) "Date of Regular Appointment" means the date of commencement of probation, i.e., the date from which the service rendered by a person after appointment to a service, class or category counts for probation.
- (12) "Departmental Promotion Committee" means a Committee constituted to advise the appointing authority in regard to the persons to be included in the panel for being appointed by promotion or by transfer to a selection post not within the purview of the Commission.

Provided that the Departmental Promotion Committee may be required to prepare adhoc panels also for appointment to any service by promotion or by transfer even on temporary basis.

(13) "Discharge of a probationer" means, in case the probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and in every other case, dispensing with his service.

(14) Duty:- A person is said to be 'on duty' as a member of a service,—

- (a) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
- (b) when he is on joining time; or
- (c) when he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence; or
- (d) when he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
- (e) when he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
- (f) when he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
- (g) when he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil Power or for Air Force Service, or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments or during the period of training in Air Defence Reserve or Air Force Service in the case of probationers; or
- (h) when he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.

Explanation:- Participation of a Government servant in the ceremonial parade on special occasions like the Territorial Army Day, Republic Day, visit of a Minister and the like in his capacity as a member of the Air Defence Reserve, shall be treated as part of his training; or

when he is absent from duty to attend the annual day celebrations of the Home Guards Organisation or when called upon for duty in times of emergency as a member of the Home Guards Organisation.

(15) Direct Recruitment:- A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-

- (i) by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
- (ii) by transfer from any other class of that service, or
- (iii) by appointment by transfer from any other service, or
- (iv) by re-employment of a person in case he had retired from service of Government prior to such appointment, or
- (v) by appointment by agreement or contract.

(16) "Ex-Serviceman" means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak Sena and the Para-Military Forces, i.e., Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway Protection Force; and

- (i) who has retired from such service after earning his/her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
  - (a) pension holders for continuous embodied services;
  - (b) person with disability attributable to military services; and
  - (c) gallantry award winners.

Explanation:- The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of ex-servicemen, may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail

themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

- (17) "General Rules" means the Telangana State and Subordinate Service Rules, 1996.
- (18) "Government" means the State Government of Telangana.
- (19) "Member of a Service" means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.
- (20) "Meritorious Sportsman" means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time:
  - (a) Athletics (including Track and Field events)
  - (b) Badminton
  - (c) Basketball
  - (d) Cricket
  - (e) Hockey
  - (f) Football
  - (g) Swimming
  - (h) Volleyball
  - (i) Table Tennis
  - (j) Tennis
  - (k) Weightlifting
  - (l) Wrestling
  - (m) Boxing
  - (n) Cycling
  - (o) Gymnastics
  - (p) Judo
  - (q) Rifle Shooting
  - (r) Kabbadi
  - (s) Kho Kho
  - (t) Ball Badminton
  - (u) Archery

- (v) Equestrian Sports
  - (w) Hand Ball
  - (x) Rowing
  - (y) Chess
  - (z) Taekwondo
  - (aa) Carroms
- (21) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularised.
- (22) "Panel" means the authoritative list of candidates approved for regular appointment to any service, class or category drawn up by the Commission or by the Government or by the appointing authority concerned, but does not include the panel or list prepared for temporary appointment by the appointing authority pending preparation of a panel for regular appointment in accordance with the rules.
- (23) "Persons with disabilities" means the persons with the following disabilities:
- (i) blindness;
  - (ii) low vision;
  - (iii) leprosy cured;
  - (iv) hearing impairment;
  - (v) locomotor disability;
  - (vi) mental Retardation;
  - (vii) mental Illness
- a) "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
- (i) total absence of sight; or
  - (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
  - (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- b) "Person with Low Vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device i.e., a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories:
- (i) Reduction of fields less than 50 degrees
  - (ii) Hemianopia with macular involvement
  - (iii) Attitudinal defect involving lower fields



- c) "Leprosy cured person" means a person who has been cured of leprosy, but is suffering from not less than 40% of disability as follows:-
- (i) loss of sensation in hands or feet as well a loss of sensation and paresis in the eye and eye lid but with no manifest deformity;
  - (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - (iii) extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation; and the expression "Leprosy cured" shall be construed accordingly;
  - (iv) The "Leprosy cured" persons generally become "Locomotor Disabled" and the Medical Certificate may, in such cases, have to be issued under the category of Locomotor Disability.
- d) "Hearing impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- e) "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restrictions of the movement of the limbs which includes Dwarfs, persons with Hunch back, leprosy cured persons, persons suffering from Muscular Dystrophy or any form of Cerebral palsy.
- f) "Cerebral Palsy" means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (24) "Presidential Order" wherever it occurs in these rules shall mean the Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, issued by the President of India under Article 371-D of the Constitution of India and applicable to the extent of territorial jurisdiction of the State of Telangana, from time to time, in its true spirit.
- (25) "Probation" means the period during which a fresh entrant to a service or a person appointed to a higher post for the first time either by promotion within the service or by transfer from any other service, is put on test for determining his fitness to hold the post in a service, class or category.
- (26) "Probationer" means a member in a service class or category who has not completed his probation.
- (27) "Promotion" means the appointment of a member of any category or grade of service or a class of service to a higher category, grade, of such service or such class of service.
- (28) "Schedule" means the schedule to these rules.
- (29) "Scheduled Castes" mean the communities mentioned in Part-A of Schedule-I.

Explanation: No person who professes a religion different from Hinduism, the Sikh or Budhist shall be deemed to be a member of a Scheduled Caste.

- (30) "Scheduled Tribes" means the communities mentioned in Part-B of Schedule-I.
- (31) "Screening Committee" means a Committee constituted by Government to recommend the names for inclusion in the panel for promotion or appointment by transfer involving promotion to the posts, for which it is necessary to consult the Telangana State Public Service Commission under the Regulations of the Telangana State Public Service Commission.
- (32) "Service" means a post or a group of posts or categories of posts classified by the State Government as State or Subordinate Service, as the case may be:

Provided that for the purpose of recruitment, probation and transfer, each class included in the General Service and in the General Subordinate Service of the State of Telangana shall be regarded as a separate service.

Note:- Where the context so requires 'Service' means the period during which a person holds a post in accordance with these rules, special or Ad-hoc rules except rule 10 or a lien on a post or is a member of a service as above defined.

- (33) "Special Rules" mean the rules applicable to each service or class or category of a service, which include adhoc rules applicable to temporary posts in a service, or class or category, which are not covered by the special rules.

Explanation:- The words importing either gender in these or special rules shall be taken to include those of the other gender if circumstances so require.

**3(A) CONDITIONS OF SERVICE:-** The Fundamental Rules, the rules regulating the Scales of Pay, the Civil Services (Conduct) Rules, Civil Services (Classification, Control and Appeal) Rules, the Leave Rules, the Government Life Insurance Fund Rules, the Revised Pension Rules, applicable to the State of Telangana from time to time and any other Acts, Rules or Regulations enacted, issued or as may be issued by Government or other competent authority, for the time being in force in respect of the service conditions, shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of every service and persons appointed to any post in any service, whether appointed regularly or on temporary basis, in the matter of their pay and allowances, leave, leave salary, Life Insurance, Pension and other conditions of Service:

Provided that,—

- (i) Where any such member has elected to be governed by the provisions of the Civil Services Regulations, those provisions shall apply to him.

- (ii) save as otherwise expressly provided in the Special Rules nothing contained in this rule shall affect the operation of the provisions of the Article 526 of the Civil Service Regulations or any other rule similar thereto, for the time being in force, relating to the fixation of pay of a member of a service who is in receipt of a military pension; and
- (iii) a person appointed in a department performing functions entrusted to him under clause (1) of Article 258 of the Constitution of India shall be governed in the matter of his leave and pension by the rules issued by the Central Government in that behalf:

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat and the staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor respectively:

Provided also, that the member of service of the State of Andhra Pradesh as on 1<sup>st</sup> June, 2014 and subsequently, allotted or deemed to have been allotted to the State of Telangana on and after 2<sup>nd</sup> June, 2014, shall continue to be governed by such orders, as may be applicable to him, in the matter of pay, leave rules, the Government Life Insurance Fund Rules, Pension and Provident Fund of the State of Telangana.

**3(B) APPLICATION OF RULES:-** Any rules made under the proviso to Article 309 of the Constitution of India in respect of any service or any class or category thereof shall be applicable to all persons holding the posts intended to be held by members of that service, class or category on the date on which such rules were made applicable:

Provided that nothing in any such rules shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order made applicable to him prior to the making of such rule.

**4. METHOD OF APPOINTMENT:-**

- (a) Appointment to any service, class or category shall be by one or more of the methods indicated below as may be specified in the Special Rules applicable to the relevant post:-
  - 1. Direct Recruitment
  - 2. Recruitment / Appointment by transfer
  - 3. Promotion or
  - 4. Contract / Agreement / Re-employment
- (b) Direct Recruitment:- Where the normal method of recruitment to any service, class or category includes direct recruitment, the proportion in which the special rules may require vacancies to be filled by persons recruited direct shall be applicable to all substantive vacancies and direct recruitment shall be made only against the substantive vacancies.

Explanation:-

- (i) For the purpose of this rule, notwithstanding anything contained in these rules or special or adhoc rules, substantive vacancies shall mean all vacancies in the permanent cadre and all vacancies in the posts which have been in existence for more than 5 years.
  - (ii) The posts earmarked for direct recruitment in the Special Rules / Adhoc Rules shall be filled by direct recruitment strictly and not by any other method.
  - (iii) The percentage earmarked for direct recruitment should not fall short of 33 $\frac{1}{3}$ % in respect of posts in State Service and 30% in respect of posts in Subordinate Service.
  - (iv) If the special rules specify more than one method of appointment, a provision shall be made in the special rules indicating the cycle or order in which vacancies shall be filled by such different methods of appointments.
- (c) Re-allotment of candidates selected by the Public Service Commission:-  
The re-allotment of candidates selected by the Telangana State Public Service Commission for appointment, from one unit to another unit, either in the same service and District / Zone or in any other service of District / Zone shall be made with the mutual consent of the appointing authorities concerned and with the prior concurrence of the Commission. The order of re-allotment shall be issued by the appointing authority to whose unit the candidate was first allotted by the Commission:

Provided that such re-allotment shall be strictly in conformity with the provisions of the Presidential Order.

**5. SELECTION POSTS:-**

- (a) All first appointments to a State Service and all promotions / appointment by transfer in that service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, by the appointing authority as specified in sub-rule (a) of rule 6 from the panel of candidates. Such panel shall be prepared as laid down in rule 6 by the appointing authority or any other authority empowered in this behalf.
- (b) Non-selection posts:- No Non-Gazetted post should be treated as selection post. Promotion and appointment by transfer to higher posts other than those mentioned in sub-rule (a) shall be made in accordance with seniority-cum-fitness, unless,—
  - (i) such promotion or appointment by transfer of a member has been withheld as a penalty; or
  - (ii) a member is given special promotion for conspicuous merit and ability.

## **6. METHOD OF PREPARATION OF PANELS:-**

- (a) The panel of approved candidates referred to in sub-rule (a) of rule 5 shall be prepared by the appointing authority or any other authority empowered in this behalf, in consultation with, the Departmental Promotion Committee in respect of posts outside the purview of the Telangana State Public Service Commission and Screening Committee in respect of the posts within the purview of the Telangana State Public Service Commission to recommend the names to the Commission. The appointing authority shall make appointments of candidates from such panel/list, in the order in which the candidates in such panel are arranged in their order of preference.
- (b) The panel of candidates for appointment by transfer to a service or a class of service in any case, where the Commission is not consulted on the suitability of candidate for such appointment under sub-clause (b) of Clause (3) of Article 320 of the Constitution of India or for promotion, shall be prepared ordinarily during the month of September every year on the basis of estimate of vacancies sent in terms of sub-rule (d). First September of the year shall be reckoned as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of the 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier and for the purpose of preparing the said panel, the zone of consideration shall be in the ratio of 1:3. The period from 1<sup>st</sup> September of the year to the 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel. No panel shall be prepared for a particular panel year, after the date of expiry of such panel year, for any reasons, except review of panels already prepared:

Provided that for promotion in respect of Scheduled Caste and Scheduled Tribe candidates only, the zone of consideration in the ratio of 1:3, shall not be applicable in respect of posts whose total cadre strength is more than five:

Provided further that if the number of candidates to be included in the panel falls short of the number of vacancies estimated, such shortfall shall be made good by considering the claims of the other qualified and eligible candidates, if any, in the seniority list placed immediately below:

Provided also that the panel of candidates so prepared shall be reviewed after a period of six months reckoned from the date of approval of the panel, for the purpose of considering the cases of such other persons whose names were not included in the panel prepared earlier for not passing the prescribed tests or for not having special qualifications prescribed under the rules, if they have subsequently passed those tests or acquired the said qualifications and are otherwise found suitable for inclusion in the panel of the year. No such review of list of approved candidates shall, however, be undertaken where no tests or special qualifications are prescribed under the rules as condition precedent for promotion or appointment by transfer:

Provided also that no panel of candidates need be prepared,—

- (i) if vacancies are not available for the particular panel period subject to the appointing authority recording a certificate to that effect; or
- (ii) where the appointing authority does not consider it necessary; **or**
- (iii) if the appointing authority is unable to prepare the same due to stay orders by any court of law or court litigations or seniority disputes among the employees etc.:

Provided also that the Government may order for preparation of panel of candidates as frequently as may be necessary in the exigencies of administration.

- (c) The panel of candidates for promotion or appointment by transfer to a service or class of a service, in any case where it is necessary to consult the Commission on the suitability of candidates for such appointment shall be prepared ordinarily in the month of September every year reckoning 1<sup>st</sup> September of the year as the qualifying date to determine the eligibility of a candidate for such appointment, which shall cease to be in force on the afternoon of 31<sup>st</sup> December of the succeeding year or till the next panel is prepared whichever is earlier. The period from 1<sup>st</sup> September of the year to 31<sup>st</sup> August of the succeeding year shall be reckoned for purpose of determining the number of vacancies during the panel. No panel shall be prepared for a particular panel year, after the date of expiry of such panel year, for any reasons, except review of panels already prepared.
- (d) The panel of candidates under sub-rule (b) or sub-rule (c) shall consist of such number of candidates as is equal to the number of vacancies which are estimated to arise on the following basis during the currency of that list,—
  - (i) the existing vacancies, including the vacancies which were not filled up in the previous years for any reason:
  - (ii) (1) vacancies to arise owing to the retirement;  
(2) consequential vacancies due to promotion or appointment by transfer:

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.

- (e) A panel of candidates shall be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of  $\frac{1}{2}$  or more i.e. 0.5 and above to the next nearest number, as reserve to fill up the vacancies likely to last for more than 2 months on account of:-
  - (i) deputation;
  - (ii) training;
  - (iii) long leave:

Provided that the candidates kept in reserve in the approved list shall be not less than one, where the estimate of vacancies is five or less than five.

- (f) Inclusion of a candidate's name in any panel of candidates for any State Service, class or category shall not confer on him any right for appointment to such service, class or category.
- (g) The following persons shall be considered for inclusion in any panel prepared under sub-rules (b) and (c).
  - (i) Persons who are qualified on the qualifying date including those who had been included in the previous panel of approved candidates but who have not commenced their probation.
  - (ii) Persons who had not possessed the prescribed qualifications at the time of preparation of the previous panel, but who have since acquired such qualification and are qualified as on the qualifying date.
  - (iii) Persons who were qualified but were considered unsuitable for inclusion in the previous panel and who continue to possess the prescribed qualifications.

Explanation:- In considering the inclusion of persons, who had been included in the previous panel but who had not commenced their probation, in the current panel, it shall not be necessary to carry forward their names without having regard to their relative merit and ability with reference to the relative merit and ability of other candidates coming up for fresh consideration. If such candidates are included in the current panel, it shall not be necessary to arrange them in the same order in which they had been arranged in the previous panel.

- (h) Persons included in more than one panel:- Where a candidate's name has been included in different panels of approved candidates for more than one service, the cadre controlling authority of the panel in which the candidate's name is included, should intimate the cadre controlling authority of the other panel, of the inclusion of the name of the candidate in the former panel and it shall be the duty of the cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority, of the parent cadre. The cadre controlling authority of the parent cadre to intimate the inclusion of the candidate's name to such other cadre controlling authority, if any, in whose panel the same candidate's name had been sponsored for inclusion by the cadre controlling authority of the parent cadre. The cadre controlling authority of the parent cadre shall require the candidate to intimate the service to which the candidate wishes to be appointed. On receipt of such intimation, the cadre controlling authority of the parent cadre shall inform the other cadre controlling authorities and such candidate's name shall be removed by such cadre controlling

authority from the panel or panels of approved candidates for such service or services to which the candidate does not wish to be appointed.

- (i) Non Selection Posts:- For non selection posts referred to in sub rule (b) of rule 5 the appointing authority shall prepare a list of eligible employees every year i.e. from 1<sup>st</sup> September of the year to 31<sup>st</sup> August of the succeeding year after considering the record sheet and the qualifications prescribed for the said post in the relevant Special Rules for promotion to next higher category of non-selection post.

## **7. APPOINTING AUTHORITY:**

State Service: Unless otherwise stated in the Special rules, the regional officer shall be the appointing authority in respect of the initial categories of Gazetted posts in a State service where regional offices exist; and the Head of the Department shall be the appointing authority for the second level Gazetted posts in a State Service as well as in respect of the initial categories of Gazetted posts in a State Service where no regional offices exist; and the Government shall be the appointing authority for the third level Gazetted posts and above in the State Service.

## **8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:**

For appointment to a higher post either by promotion from one category to another within a service or by appointment by transfer from one service to another service, a member of a service or class of a service, shall have satisfactorily completed his probation in the category from which he is proposed to be promoted or appointed by transfer to such higher post.

## **9. APPOINTMENT BY AGREEMENT OR CONTRACT:**

- (a) (i) Notwithstanding anything contained in these rules or special rules it shall be open to the State Government to make appointment to any post in a service, class or category, otherwise than in accordance with these rules or special rules and to provide by agreement or contract with the person(s) so appointed, for any of the matters in respect of which, in the opinion of the State Government, special provisions are required to be made and to the extent to which such provisions are made in the agreement or contract, nothing in these rules or the special rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement or contract:

Provided that in every agreement or contract made in exercise of the powers conferred by these rules, it shall further be provided that in respect of any matter in which no provision has been made in the agreement or contract, provisions of these rules or special rules relating to the post shall apply.

- (ii) The agreement or contract may inter-alia include provisions in respect of conditions of service, pay and allowances, discipline, contract period of appointment, notice period for termination of appointment by either party and other relevant matters.



- (iii) The Government may, by order, prescribe the form of such agreement or contract.
- (b) A person appointed under sub-rule (a) shall not be regarded as a member of the service, in which the post to which he is appointed, is included and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or in any other service.

**10. TEMPORARY APPOINTMENT INCLUDING APPOINTMENTS BY DIRECT RECRUITMENT, RECRUITMENT / APPOINTMENT BY TRANSFER OR BY PROMOTION:**

- (a) Where it is necessary in the public interest to fill emergently a vacancy in a post borne on the cadre of a service, class or category and if the filling of such vacancy in accordance with the rules is likely to result in undue delay, the appointing authority may appoint a person temporarily, otherwise than in accordance with the said rules, either by direct recruitment or by promotion or by appointment by transfer, as may be specified as the method of appointment in respect of that post, in the special rules.
- (b) No appointment under sub-rule (a) shall be made of a person who does not possess the qualifications, if any, prescribed for the said service, class or category:

Provided that where, in the exigencies of service and where persons with the prescribed qualifications are not available, a person who may not possess all or some of the prescribed qualifications may be appointed on temporary basis. Every such person who does not possess such qualifications and who has been or is appointed under sub-rule(a) shall be replaced as soon as possible, by a person possessing such qualifications.

- (c) A person appointed under sub-rule (a) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.
- (d) A person temporarily appointed under sub-rule (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is appointed, be replaced as soon as possible by the member of the service, who is entitled to the appointment under the rules.
- (e) The appointing authority shall have the right to terminate the service of a person who has been appointed under sub-rule (a), at any time, without assigning any reason and without any notice, if appointed by direct recruitment, revert to a lower category or grade, if promoted, or revert to the post from which such appointment by transfer was made, if appointed by transfer.
- (f) A person appointed to any part-time post, created in lieu of a whole time post borne on the cadre of a service, class or category shall not be

regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointments to such service, class or category.

- (g) No person appointed under sub-rule (a) shall be eligible to an increment in the time scale of pay applicable to him, unless he passes the tests, complete the training or acquires the qualifications prescribed in the Special Rules, as a condition for the grant of increment to a member of the service, class or category.
- (h) The practice of making in-charge arrangements on own scale of pay of the incumbent concerned is totally prohibited and whenever filling up of vacant posts is considered expedient in the exigencies of administration, action may be taken to fill the post following the relevant Special / Adhoc Rules, duly placing the proposals before the Departmental Promotion Committee / Telangana State Public Service Commission as the case may be or by making full additional charge arrangements as provided for in the Fundamental Rules.
- (i) Temporary posts requiring special qualifications: Notwithstanding anything contained in these rules or special rules, if and when, a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess such qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience and who is considered to be the most suitable person to discharge the duties of such post may, irrespective of other considerations, be appointed temporarily to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

**11. THE LIMIT FOR JOINING EITHER ON FIRST SELECTION OR ON PROMOTION OR ON APPOINTMENT BY TRANSFER:-**

- (a) Direct recruitment:- A candidate selected for appointment by direct recruitment either through the Telangana State Public Service Commission or through any other agency, shall be required by the appointing authority to join in the post for which he has been selected within a period of 60 (sixty) days taking the date of dispatch (by registered post with acknowledgement due) of the appointment order as crucial date for reckoning the time limit. If he does not join the post within the stipulated period of 60 (sixty) days, the offer of appointment shall be treated as automatically cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.
- (b) Time to join a post on appointment / temporary appointment under rule 10 including appointments by transfer or by promotion otherwise than by direct recruitment:- A person on appointment / temporary appointment on adhoc basis under rule 10 including appointment by transfer or by promotion otherwise than by direct recruitment, shall be allowed a

joining time of fifteen (15) days to join the post from the date of receipt of the order of appointment sent to the candidates by Registered Post with Acknowledgement due or by any other means. An employee who does not join the post within the stipulated time or evades to join the post by proceeding on leave, shall lose his promotion right / offer for the current panel year and the name of the candidate shall be placed before the next Departmental Promotion Committee for consideration in the next year panel subject to availability of vacancy. In case of non-selection posts, the name of the candidate who does not join within the stipulated time in the promotion posts shall be considered for promotion again after a period of one year from the date of offer of appointment subject to availability of vacancy:

Provided that the employee, who does not join the post within the stipulated time or evades to join the post by proceeding on leave, second time also, shall lose his promotion right / offer permanently.

## **12. QUALIFICATIONS FOR DIRECT RECRUITMENT:**

(1) (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;

- (i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;
- (ii) his character and antecedents are such as to qualify him for such service;
- (iii) he possesses the academic and other qualifications prescribed for the post; and
- (iv) he is a citizen of India:

Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as they may be laid down. Such sanction shall not be accorded unless the State Government are satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

(v) No person shall be eligible for direct recruitment, if he is less than 18 years of age and unless otherwise specified in the special or adhoc rules and if he is more than 34 years of age as on the 1<sup>st</sup> day of July of the year in which the notification for selection to the relevant post, category or class or a service is made:

Provided that nothing in this sub-rule shall apply for direct recruitment to all the categories and posts in the Police Subordinate Service and in the Special Armed Police Service of the State of Telangana.

(b) The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-

(i) Uniformly by 5 years in the case of candidates belonging to the SCs or STs or BCs specified in Schedule-I of these rules:

NB: The age concession in favour of Scheduled Castes / Scheduled Tribes will be in force up to 31.5.2016.

NB: The age concession in favour of BCs will be in force till the end of May, 2021.

Provided that in the case of SCs and STs, the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.

NB: This age concession in favour of Scheduled Castes / Scheduled Tribes shall be in force till the end of May, 2016.

(ii) Uniformly by 10 years in the case of Persons With Disabilities:

NB: This concession shall be in force till the end of May, 2021.

(iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SCs and STs candidates and 35 years in the case of others:

Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.

(c) When direct recruitment is to be made to any State or Subordinate Service by examination or selection,—

(i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;

(ii) a person who was recruited as a whole-time Cadet Corps Instructor on or after the 1<sup>st</sup> January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to that effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit:

Provided that the person referred to in sub-rules (i) and (ii) above shall, after making the deductions referred on in the sub-rules shall not exceed the maximum age limit prescribed for the post.

- (iii) a person already in service of the State Government, who has been appointed regularly, shall be allowed to deduct from his age the length of regular service under the State Government up to a maximum of five years for purposes of the maximum age limit.
- (2) The minimum General Educational Qualifications wherever referred to in these or special rules shall be the qualifications prescribed in Schedule-II of these rules.
- (3) (a) A candidate should possess the academic qualifications and experience including practical experience prescribed, if any, for the post, on the date of the notification for direct recruitment issued by the concerned recruiting agency.
- (b) No person shall be eligible for appointment to a post by promotion or appointment by transfer, unless he possesses the academic qualifications and technical or other qualification and has passed the departmental and other tests and has satisfactorily completed any course or training prescribed in the special rules as a prerequisite qualification for the post, to which he is to be appointed by promotion or by transfer.
- (4) Disqualification for appointment:-
- (a) A candidate shall be disqualified for appointment if he himself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature extraneous support, whether from official or non-official sources for appointment to any State or Subordinate Service.
  - (b) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment to any State or Subordinate Service.
  - (c) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment to any State or subordinate Service.
  - (d) No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a court of law for an offence involving moral turpitude shall be eligible for appointment to any State or Subordinate Service.

### **13. LANGUAGE TEST IN TELUGU:-**

- (a) Every person appointed to a service, shall, within the period of probation, pass the Language test in Telugu, failing which his probation shall be extended and increments in the time scale of pay shall be postponed without cumulative effect till he passes the test:

Provided that a person, who fails to pass the test even after extending the period of his probation under sub-rule (b) of rule 17 by the appointing authority and further, under rule 31 by the Government and has completed the age of 45 years; or who has been on deputation in this State from any other State or from the Government of India; or who is holding a post for which no educational qualification is prescribed for initial recruitment, shall not be required to pass the language test aforesaid and an order to that effect shall be issued:

Provided further that a person who is exempted from passing the language test in Telugu on reaching the age of 45 years, but the pay to which such person is entitled to draw after reaching the age of 45 years shall be the pay which he would have been eligible to, without arrears, had the language test in Telugu not been prescribed at all and the increments not postponed.

- (b) The standard of the test referred to in sub-rule (a), above shall be a pass in the Second Class Language Test in Telugu for holders of the posts for which the educational qualification prescribed is the minimum General Educational Qualification referred to in the schedule to rule 12(2), or equivalent or higher academic qualification and a pass in the Third Class Language Test in Telugu for all others.

### **14. LANGUAGE TEST – EXEMPTION:-**

- (a) A person who has passed the SSC or its equivalent examination or any other higher examination with Telugu as the medium of instructions and examination or with Telugu as one of the subjects, shall be exempted from passing the 2<sup>nd</sup> class language test in Telugu.
- (b) A person who has passed the 7<sup>th</sup> or 8<sup>th</sup> Class examination with Telugu as a subject or medium of instruction shall be exempted from passing the 3<sup>rd</sup> Class Telugu Language Test.
- (c) A person who fails to pass the test even after extending the period of his probation under sub-rule (b) of rule 17 by the appointing authority and further, under rule 31 by the Government and has crossed the age of 45 years shall be exempted from passing the language test in Telugu and his date of commencement of probation shall be re-fixed with reference to the provisions under sub-rule (h) of rule 16.
- (d) Other Linguistic qualification:-
- (i) If in the opinion of an appointing authority, a candidate with an adequate knowledge of a particular language or languages is necessary for holding a specified post in any service, class or category, it may declare that such post, specified in the declaration,

is reserved for a candidate with such knowledge. When such a declaration has been made, the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it and notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments, any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

- (ii) The State Government shall have power to declare that any proportion of posts in any service, class or category for which recruitment is made at the same time, shall be filled by candidates with an adequate knowledge of a particular language or languages and when such a declaration has been made, the rule of reservation of appointments shall apply separately in regard to the proportion of posts in respect of which such a declaration has been made.

Explanation:- For the purpose of this rule a candidate will be considered to have adequate knowledge of the particular language, if he has acquired knowledge of that language in the High School or higher courses or satisfies the appointing authority that he has adequate knowledge in speaking, reading and writing in that language.

**15. TIME TO PASS NEWLY PRESCRIBED TESTS:-** Where a test is newly prescribed by the special rules of a service for any class, category, or post thereof, a member of the service who has not passed the said test, but is otherwise qualified and suitable for promotion to such category or post may be promoted thereto and he shall be required to pass the said test or tests within the period of probation or within one year or in one of the first two examinations held after such promotion, whichever is later. If he fails to pass the tests he shall be reverted to the class, category, or post from which he was promoted and he shall not again be eligible for consideration for promotion unless he passes the tests. A person who is so reverted shall not by reason only of his promotion under this rule, be regarded as entitled to any preferential claim to future promotion to the category, grade or post, as the case may be, to which he had been promoted under this rule.

Explanation:- This rule shall be applicable even to appointment by transfer in the direct line, for example, for appointment by transfer of Superintendents to the post of Assistant Director (Administration), for appointment to which the passing of departmental tests has been newly prescribed as a pre-requisite qualification.

Note:- This concession will be available only for a period of three years from the date on which the test has been newly prescribed.

**16(a) COMMENCEMENT OF PROBATION FOR DIRECT RECRUITS:** A person appointed in accordance with the rules, otherwise than under rule 10, by direct recruitment shall commence his probation from the date of his joining the duty or from such other date as may be specified by the appointing authority:

Provided that a person having been appointed temporarily under rule 10 to a post in any service, class or category or having been so appointed otherwise than in accordance with the rules governing appointment to such post, is subsequently appointed to the same post, in the same service or class or category, in the same unit of appointment, in accordance with the rules, shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, subject to the condition that his commencement of probation from an earlier date shall not adversely affect any person who has been appointed earlier or simultaneously, to the same service, class or category in the same unit.

- (b) Minimum service for commencement of probation: A person appointed to a service, class or category, in accordance with the rules otherwise than by direct recruitment, shall, if he is required to be on probation in such service, class or category be deemed to have commenced his probation in such service, class or category from the date from which he has been continuously on duty in such service, class or category for a period of not less than 60 days from the date of joining duty after having been appointed to such service, class or category on a regular basis in accordance with rules:

Provided that this rule shall not apply to a person appointed to a post in a service, class or category whose appointment is made in consultation with the Telangana State Public Service Commission or Departmental Promotion Committee or any other agency for recruitment specified by Government.

- (c) Period of Probation:- Unless otherwise stated in the special rules or in these rules, the period of probation shall be as follows:-
- (i) Every person appointed by direct recruitment to any post shall, from the date on which he commences his probation, be on probation for a period of two years on duty within a continuous period of three years.
  - (ii) Every person appointed to any post either by promotion or by transfer (not by transfer on tenure) shall, from the date on which he commences his probation, be on probation for a period of one year on duty within a continuous period of two years.
  - (iii) A probationer in any category, class or service shall be eligible to count for probation his service in a higher category of the same service or class, as the case may be, or in any other service (State or Subordinate Service) towards his probation in the former service, to the extent of the period of duty performed by him in the latter service during which he would have held the post in the former service, but for such appointment in the latter service.
- (d) In regard to the persons appointed to any class or category of a service by promotion or appointment by transfer, in respect of whom the special rules of the service applicable to the higher post do not prescribe a period of probation, in the class or category to which they have been



promoted or appointed by transfer, the provisions in this part shall be construed as if the expression "probation" and "probationer" / "approved probationer" mean "officiating service" and "person officiating" respectively.

- (e) Tests to be passed during probation:- A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules or these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.
- (f) (i) If within the period of probation a candidate fails to pass such test or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.
- (ii) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.
- (iii) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by an order, discharge him from service.

Any delay in the issue of the order discharging the probationer under clause (i) or clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.

- (g) Exemption from special qualifications to be acquired or special tests to be passed during probation:- Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government, to be equivalent to the said Special qualification or special test, he shall not be required to acquire the said special qualification or to pass the said special test again, after the commencement of his probation.
- (h) Change of date of commencement of probation:- Notwithstanding anything contained in the special rules or sub-rules (a) and (b) of rule 33 of these rules, a probationer, who does not pass the prescribed tests or

acquire the prescribed special qualifications within the period of probation or within the extended period of probation under rule 17 and whose probation is further extended by the Government by an order under rule 31, till the date of his passing such tests or acquiring such qualifications, shall be deemed to have commenced the probation with effect from the date to be fixed by the Government, which would be anterior to a date to his passing such tests or acquiring such special qualifications, so, however, that the interval between the two dates shall be equivalent to the prescribed period of probation, whether on duty or otherwise and seniority of such probationer shall be determined with reference to the date so fixed.

**17. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION:-**

- (a) (i) The appointing authority may, at any time, before the expiry of the prescribed period of probation, suspend the probation of a probationer and discharge him from service for want of vacancy.
- (ii) The appointing authority may, at any time, before or after the expiry of the prescribed period of probation either extend by not more than one year, whether on duty or otherwise, the period of probation of a probationer, in case the probation has not been extended under sub-rule (b) of this rule or terminate his probation and discharge him from service after giving him one month's notice or one month's pay in lieu of such notice, on account of unsatisfactory performance or progress during training or unsatisfactory performance of duties or unsatisfactory conduct or for any other sufficient reason to be recorded in writing.
- (iii) The appointing authority may, at any time, before the expiry of the prescribed period of probation, post the probationer under another officer in order to make sure that the previous report made on his performance or conduct by a superior officer is not a biased one.
- (b) In the case of any probationer failing to pass the tests or acquire the prescribed qualifications, the appointing authority may extend his probation to enable him to pass the prescribed tests or acquire special qualifications, as the case may be. Such extension by the appointing authority shall not exceed one year, whether on duty or otherwise in such service, class or category.
- (c) (i) In cases where the probation of a probationer is extended, his increment shall be postponed until he completes his probation satisfactorily, by the period by which his probation is extended. Such postponement of increment shall not, however, be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponement of future increments after he completes his probation satisfactorily.
- (ii) However, in the case of a person whose probation is one year on duty and whose increment is biennial, the increment shall be postponed until he completes his probation, but shall not be

postponed, if it falls due after he completed his probation satisfactorily.

- (d) Penalty on a member on the maximum of his pay Scale for failure to pass prescribed tests:- Where the special rules or these rules prescribe postponement of increments as a penalty for failure to pass a special test or acquire a special qualification prescribed in these rules, such failure shall, in the case of a member who has reached the maximum of the time scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his timescale.

- (e) Appeal against discharge of a probationer:-

- (i) A probationer, who is discharged under clause (i) or clause (iii) of sub-rule (f) of rule 16, shall be entitled to appeal, within a period of 30 days from the date of receipt of the order of discharge, against the order of discharge passed by the competent authority to the authority to which an appeal would lie against the order of dismissal passed by the competent authority against the member of a service:

Provided that in the case of a probationer in a State service who is discharged from service by an authority subordinate to the State Government, an appeal would lie only to the State Government.

- (ii) The authority competent to entertain an appeal under clause (i) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said clause within one year of the date of such order.

Note: The period between the date of discharge of a probationer and date of restoration shall be excluded for calculating the period of two years or three years as the case may be referred to in clause (i) and (ii) in sub-rule (c) of rule 16.

- (iii) Where the appellate or revisionary authority sets aside an order discharging a probationer on the ground that his discharge was wholly unjustified and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration, shall be treated,—

- (a) Where the said authority is of the opinion that the discharge of the probationer was wholly unjustified, as on duty, except for the purpose of probation;

- (b) in any other case, not as on duty, unless the said authority directs that it shall be so treated for any specified purpose.

- (iv) Such probationer shall be given for the period such order of discharge as has been in force:

- (a) In the case where the discharge of the probationer has been held as fully unjustified, the full pay and allowances to which

he would be entitled, had that order of discharge not been issued.

- (b) In any other case, such pay and allowances, as the authority passing the order shall determine.
- (v) The period of probation undergone by a probationer discharged under clause (i) and (ii) of sub-rule (a) of this rule, before his discharge, shall, upon such restoration, count towards the period of probation prescribed by the rules applicable to him.

#### **18. DECLARATION OF PROBATION:**

- (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider whether the probationer should be considered to have satisfactorily completed his period of probation and after taking a decision in this regard, he shall issue an order declaring the probationer to have satisfactorily completed his probation.
- (b)
  - (i) The decision whether the probationer has satisfactorily completed his probation or whether his probation should be extended, shall be taken soon after the expiry of the prescribed period of probation. If any lapses are noticed during the period of probation by the appointing authority or a higher authority, such lapses should be communicated to the probationer, as soon as such lapse is noticed, so as to enable the probationer to rectify such lapses. A decision whether a probationer could be considered to have satisfactorily completed his probation or his probation should be extended or discharged or suspended shall be taken within a period of 8 weeks after the expiry of the prescribed period of probation. If any delay occurs in taking decision as stated, the probationer shall not be deemed to have completed his probation satisfactorily.
  - (ii) If no order as referred to in sub-rule (a) is issued within one year from the date of expiry of the prescribed or extended period of probation, the probationer shall, subject to other provisions of these rules, be deemed to have completed satisfactorily his probation with retrospective effect from the date of expiry of the prescribed or extended period of probation and a formal order to that effect may be issued for the purpose of record:

Provided that nothing in this sub-rule shall apply to a probationer who has been communicated a memorandum of charges or against whom a charge sheet has been filed before any court of law during the prescribed or extended period of probation or who has failed to acquire the special qualifications or to pass the special tests, if any prescribed in the special rules or to acquire such other qualifications, as may be declared by the State Government or by the appointing authority with the approval of the State Government, to be equivalent to the said special qualifications or special tests, within the said period of probation.

**19. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-**

- (a) A vacancy in a service, class or category shall not be filled by appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or probationer is available for such appointment.
- (b) (i) Discharge of a probationer or approved probationer:- A probationer or an approved probationer shall be discharged from service, in the event of non-availability of a vacancy, in the following order:-

1. The probationers in the order of juniority.
2. The approved probationers in the order of juniority:

Provided that where, in course of discharge of persons appointed to a service, class or category consequent on the retrenchment of the posts in any administrative unit, the representation of the Scheduled Castes or the Scheduled Tribes in that unit falls, short of the percentage of posts reserved for those Castes or Tribes, the persons belonging to the Scheduled Castes or the Scheduled Tribes, as the case may be, shall be discharged in the order of juniority, only after all other persons appointed in that unit belonging to these Castes or Tribes are discharged, that is to say, the discharge of persons in any administrative unit consequent on the retrenchment of posts, shall be in the following order:-

First	Persons, other than those belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily, in the order of juniority;
Second	Probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Third	Approved probationers, other than those belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Fourth	Persons belonging to the Scheduled Castes and the Scheduled Tribes, appointed temporarily in the order of juniority;
Fifth	Probationers belonging to the Scheduled Castes and the Scheduled Tribes, in the order of juniority;
Sixth	Approved probationers belonging to the Scheduled Castes and Scheduled Tribes, in the order of juniority;

- (ii) For the purpose of this rule, the posts borne on the cadre of a service, class or category in respect of recruitment to which the principle of reservation of appointments is made applicable, shall be

deemed to have been reserved so as to secure fifteen percent of the posts for the Scheduled Castes and six percent of the posts for the Scheduled Tribes.

- (c) Right of re-appointment / promotion / appointment by transfer of an approved probationer on foreign service or on deputation: The absence of an approved probationer from a post in a service, class or category whether on leave or on foreign service or on deputation or for any other reason, if his lien on such service, is not terminated or suspended, shall not, if he is otherwise eligible and qualified, render him ineligible in his turn,—
- (i) for re-appointment to the post on which he is an approved probationer;
  - (ii) for promotion from a lower to the higher category in such service;
  - (iii) for appointment to a post in a class or category in another service for which he may be an approved candidate, as the case may be, in the same manner as if he is not absent.

He shall be entitled to all the privileges in respect of appointment, seniority, which he would have enjoyed but for his absence:

Provided that a member of service who is appointed to another service and if he is a probationer in the latter service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in such latter service in which he is a probationer:

Provided further that the absence of a member of a service from duty in such service, whose lien in a post borne on the cadre of such service is deemed to have been terminated on account of being an approved probationer in a class, or category in any other service shall not be eligible:-

- 1) for re-appointment to a regular post, whether permanent or temporary in the former service in which he was an approved probationer; or
- 2) for promotion from a lower to a higher category in such former service.

Note:- This provision shall not be applicable to a person who is a member of two services where one of them is normally a feeder service or category to the other.

## **20. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-**

The power exercisable by the appointing authority other than the State Government, may be exercised also by any higher authority to whom such appointing authority is administratively subordinate, whether directly or indirectly, in the following cases namely:-

- (1) discharge of a probationer under sub-rule (f) of rule 16 or clause (ii) of sub-rule (a) of rule 17; and
- (2) extension of probation under sub-rule (a) or (b) of rule 17.

## **21. CONFIRMATION:**

- (a) Confirmation of a member of a service:- As soon as a person appointed initially in a service or class of a service is declared to have satisfactorily completed his probation or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service, by the appointing authority. The seniority of the person shall however be regulated in terms of rule 33 of these rules.

### **Explanation:-**

- (1) For the purpose of the rule "appointed initially" means appointment of a person for the first time to any post in the civil service in the State or Civil post in the service of the State of Telangana.
  - (2) A member of a service or a class of a service shall be confirmed in such service or class of a service irrespective of whether there is a permanent or substantive post or vacancy available in that service.
  - (3) A person appointed to a Government service shall be confirmed in any service, only once during his service in Government at the entry grade, irrespective of whether subsequently he is promoted within the same service or appointment by transfer to some other service or class of service, from time to time.
- (b) A person confirmed in a particular category, class or service shall not be confirmed in any other category, class or service.

## **22. SPECIAL REPRESENTATION (RESERVATION):**

- (1) Reservations may be made for appointments to a service, class or category in favour of Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Persons With Disability, Meritorious Sportsman, Ex-Servicemen and such other categories, as may be prescribed by the Government from time to time, to the extent and in the manner specified hereinafter in these rules or as the case may be, in the special rules. The principle of reservation as hereinafter provided shall apply to all appointments to a service, class or category:-
  - (i) by direct recruitment, except where the Government, by a general or special order made in this behalf, exempt such service, class or category;
  - (ii) otherwise than by direct recruitment the principle of reservation in the matter of promotion and appointment by transfer involving promotion in so far it relates to Scheduled Castes and Scheduled Tribes only shall apply to such services, class or category whose total cadre strength of the post is more than five.
- (2)(a)(i) The unit of appointment for the purpose of direct recruitment shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes, six shall be reserved for Scheduled Tribes, twenty nine shall be reserved for Socially and Educationally Backward Classes and remaining

fifty appointments shall be made on the basis of open competition and subject to Rule 22-A of these rules.

(ii) The unit of appointment for the purpose of reservation in the matter of promotion and appointment by transfer involving promotion shall be hundred vacancies of which fifteen shall be reserved for Scheduled Castes and six for Scheduled Tribe employees as per the roster points in sub-rule 2(e).

- A. In the case of appointments / promotions to the posts referred to in clause 2(a)(ii) above, the panels of eligible candidates for promotion, the names of the eligible Scheduled Caste and Scheduled Tribe employees from the feeder category are to be shown against the roster points earmarked for them irrespective of their seniority position in the feeder category.
  - B. If a Scheduled Caste and Scheduled Tribe employee gets a higher place in the eligible candidates list by virtue of his seniority in the feeder category, he need not be adjusted in a lower position which is earmarked for an Scheduled Caste and Scheduled Tribe employees as per roster system. Such roster point is to be filled up by moving up an Scheduled Caste and Scheduled Tribe employee who is below in the seniority list in the feeder category.
  - C. Filling up the roster points shall continue till the required percentage of Scheduled Caste and Scheduled Tribe candidates is obtained. Once the required percentage is obtained by taking into account both the Scheduled Caste and Scheduled Tribe candidates who are found in the list of candidates fit for promotion on account of their seniority in the feeder category and those who are moved up to fill up the required roster point, further adjustment of Scheduled Caste and Scheduled Tribe employees against roster point is to be stopped.
  - D. Unutilized roster points, after the required Scheduled Castes and Scheduled Tribes percentage is met, shall lapse.
  - E. If required number of Scheduled Caste and Scheduled Tribe employees is not available in the feeder category to obtain the required representation in the promotion category, the vacancies earmarked for Scheduled Caste and Scheduled Tribe employees according to the roster points will be carried forward.
- (b) Out of fifty appointments to be made on the basis of open competition, three appointments shall be reserved for direct recruitment of the persons with disabilities.
- (c) In the case of appointments to clerical posts including the posts of typists i.e. in Group III and Group IV services and in the case of posts in the Police Subordinate Service of the State of Telangana, to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty seven appointments to be made on the basis of open competition, two appointments shall be reserved for direct recruitment of Ex-servicemen.



- (d) In the case of appointments to the posts of Junior Assistants, Junior Stenographers and Typists in the offices of Heads of Departments, Assistant Section Officers, Typist-cum-Assistants and Junior Stenographers in the Secretariat to which the principle of reservation of appointments applies, out of fifty, as the case may be, forty five appointments to be made on the basis of open competition, one appointment shall be reserved for direct recruitment of meritorious sportsmen:

Provided that the claims of members of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women and the Persons With Disabilities or the Ex-servicemen, as the case may be, shall also be considered for the remaining appointments which shall be filled on the basis of open competition, the number of appointments reserved for that category shall in no way be affected during the period the reservation for that category is in force.

- (e) Appointments under this rule shall be made in the order of rotation specified below in a unit of hundred vacancies:-

- 1 Open Competition (Women)
- 2 Scheduled Castes (Women)
- 3 Open Competition
- 4 Socially and Educationally Backward Class (Group-A) (Women)
- 5 Open Competition
- 6 Blindness or Low Vision (Women)
- 7 Scheduled Castes
- 8 Scheduled Tribes (Women)
- 9 Open Competition
- 10 Socially and Educationally Backward Class (Group-B) (Women)
- 11 Open Competition
- 12 Open Competition (Women)
- 13 Open Competition
- 14 Socially and Educationally Backward Class (Group-C)  
(In every third cycle of 100 point roster, this point shall be reserved for women belonging to SEBC-C category)
- 15 Open Competition
- 16 Scheduled Castes
- 17 Open Competition (Women)
- 18 Socially and Educationally Backward Class (Group-D) (Women)
- 19 Socially and Educationally Backward Class (Group-E) (Women)
- 20 Socially and Educationally Backward Class (Group-A)
- 21 Open Competition
- 22 Scheduled Castes (Women)

- 23 Open Competition (Women)
- 24 Socially and Educationally Backward Class (Group-B)
- 25 Scheduled Tribes
- 26 Open Competition
- 27 Scheduled Castes
- 28 Open Competition
- 29 Socially and Educationally Backward Class (Group-A)
- 30 Open Competition (Women)
- 31 Hearing Impaired (Open)
- 32 Open Competition
- 33 Scheduled Tribes
- 34 Open Competition (Women)
- 35 Socially and Educationally Backward Class (Group-B)
- 36 Open Competition
- 37 Open Competition
- 38 Open Competition (Women)
- 39 Socially and Educationally Backward Class (Group-D)
- 40 Open Competition
- 41 Scheduled Castes
- 42 Open Competition
- 43 Socially and Educationally Backward Class (Group-D)
- 44 Socially and Educationally Backward Class (Group-E)
- 45 Socially and Educationally Backward Class (Group-A) (Women)
- 46 Open Competition
- 47 Scheduled Castes (Women)
- 48 Open Competition
- 49 Socially and Educationally Backward Class (Group-B) (Women)
- 50 Open Competition (Women)
- 51 Open Competition
- 52 Scheduled Castes
- 53 Open Competition
- 54 Socially and Educationally Backward Class (Group-A)
- 55 Open Competition (Women)
- 56 Locomotor Disability or Cerebral Palsy (Open)
- 57 Open Competition
- 58 Scheduled Tribes (Women)
- 59 Open Competition (Women)

- 60 Socially and Educationally Backward Class (Group-B)
- 61 Open Competition
- 62 Scheduled Castes
- 63 Open Competition
- 64 Socially and Educationally Backward Class (Group-D) (Women)
- 65 Open Competition (Women)
- 66 Scheduled Castes (Women)
- 67 Open Competition
- 68 Socially and Educationally Backward Class (Group-D)
- 69 Socially and Educationally Backward Class (Group-E)
- 70 Socially and Educationally Backward Class (Group-A)
- 71 Open Competition (Women)
- 72 Scheduled Castes
- 73 Open Competition
- 74 Socially and Educationally Backward Class (Group-B)
- 75 Scheduled Tribes
- 76 Open Competition
- 77 Scheduled Castes
- 78 Open Competition (Women)
- 79 Socially and Educationally Backward Class (Group-A)
- 80 Open Competition
- 81 Socially and Educationally Backward Class (Group-B) (Women)
- 82 Open Competition
- 83 Scheduled Tribes
- 84 Open Competition (Women)
- 85 Socially and Educationally Backward Class (Group-B)
- 86 Open Competition
- 87 Scheduled Castes (Women)
- 88 Open Competition
- 89 Socially and Educationally Backward Class (Group-D)
- 90 Open Competition (Women)
- 91 Scheduled Castes
- 92 Open Competition
- 93 Socially and Educationally Backward Class (Group-D)
- 94 Socially and Educationally Backward Class (Group-E)
- 95 Socially and Educationally Backward Class (Group-B)
- 96 Open Competition (Women)

- 97 Scheduled Castes
- 98 Open Competition
- 99 Socially and Educationally Backward Class (Group-B) (Women)
- 100 Open Competition:

Provided that:-

- (i) in the case of appointments to a post referred to in sub-rule (c), the 13<sup>th</sup> and 37<sup>th</sup> turns in each unit of hundred vacancies shall be reserved for ex-servicemen. Out of 13<sup>th</sup> and 37<sup>th</sup> roster points, preference to one of the two points for women can be given and if women candidates are not available, both the points with men shall be considered. However, wherever the special or adhoc rules provide that there shall be no reservation for ex-servicemen or if a qualified and suitable candidate is not available from ex-servicemen, the turn allotted to ex-servicemen shall be deemed to be allotted to Open Competition.

- (ii) In the second cycle of 100 roster points, the following points shall be reserved as follows:-

- 106 Blindness or Low Vision (Open)
- 131 Hearing Impaired (Women)
- 156 Locomotor Disability or Cerebral Palsy (Open)

In the third cycle of 100 roster points, the following points shall be reserved as follows:-

- 206 Blindness or Low Vision (Open)
- 231 Hearing Impaired (Open)
- 256 Locomotor Disability or Cerebral Palsy (Women)

The 6<sup>th</sup>, 31<sup>st</sup> and 56<sup>th</sup> turns in each cycle of hundred (100) vacancies shall be allotted to the Blindness or Low Vision (Visually Handicapped), Hearing Impaired (Hearing Handicapped) and Locomotor Disability or Cerebral Palsy (Orthopaedically Handicapped) persons respectively as stated above and where qualified and suitable candidates are not available from among them, the turn allotted for them in the unit referred to above shall be carried forward to the succeeding recruitment year for being filled from the same category. If, in that year also, qualified candidates of the same category are not available, the same shall be notified for being filled up by interchanging from among the three categories. Only when there is no person with disability of any of the 3 categories available for the post, the vacancy shall be filled up by the employer by appointment of a person, other than a person with disability. Provided that if qualified women candidates are not available for the posts reserved for women, qualified men candidates of the same category of disabled may be appointed.

- (f) The reservation in case of Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be

(Group-E) and Persons With Disabilities shall be in force till 31<sup>st</sup> May, 2021.

- (g) If in any recruitment, qualified candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and women are not available for appointment to any or all the vacancies reserved for them, a limited recruitment confined to candidates belonging to them shall be made immediately after the general recruitment to select and appoint qualified candidates from among the persons belonging to these communities to fill such reserved vacancies.
- (h) (I) If in any recruitment, qualified candidates belonging to Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or women are not available for appointment to all or any of the vacancies reserved for them even after conducting a limited recruitment as specified in sub-rule (g), such vacancies or vacancy may be allotted to the Open Competition after obtaining the permission of the Government and may, thereafter, be filled by a candidate or candidates selected on the basis of Open Competition.
- (II) Where any vacancies reserved for the Scheduled Castes or Scheduled Tribes or, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are so filled by candidates belonging to other communities, an equal number of vacancies shall be reserved in the succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Women in addition to the vacancies that may be available for that recruitment for them and if in the said succeeding recruitment year also, qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women are not available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women:

Provided that if in the said second succeeding recruitment also, no qualified candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may

be (Group-E) or Women are available for appointment to all or any of the additional vacancies which are so reserved in that succeeding recruitment year, an equal number of vacancies shall again be reserved in the next succeeding recruitment year for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women, in addition to the number of vacancies that may be available for the next succeeding recruitment for the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Women:

Provided further that in the third succeeding recruitment if qualified candidates belonging to Scheduled Tribes or as the case may be Scheduled Castes are not available, a vacancy reserved to be filled by a candidate belonging to Scheduled Tribes may be filled by a candidate belonging to Scheduled Castes and a vacancy reserved to be filled by a candidate belonging to Scheduled Castes may be filled by a candidate belonging to Scheduled Tribes and if a qualified candidate belonging to a particular group of Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) is not available for appointment, the vacancy reserved to that group shall accrue to the next group.

- (III) If any additional vacancy or vacancies reserved in favour of candidates belonging to the Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) or Women in any recruitment in accordance with the provisions in clause (II), appointments thereto shall be made before the appointments in the order of rotation for the relevant recruitments are made.
- (i) At no selection for recruitment other than any limited recruitment made in accordance with the provisions of sub-rule (g), the number of reserved vacancies including the additional vacancies reserved under sub-rule (h), shall exceed 56% of the total number of vacancies for the selection; and all vacancies in excess of 56% of the total number of vacancies for which recruitment is made on any particular occasion shall, notwithstanding anything in this rule, be treated as unreserved:

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment year shall be available for utilization even where the total number of such reserved vacancies exceeds 56% of the vacancies filled in that recruitment, in case the overall representation of the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (Group-A), (Group-B), (Group-C), (Group-D) and as the case may be (Group-E) and Women in the total strength of the concerned grade or cadre, has not reached and prescribed percentage of reservation of 15% for the Scheduled Castes, 6% for the Scheduled Tribes, 7% for Socially and Educationally Backward Classes (Group-A), 10% for Socially and Educationally Backward Classes (Group-B), 1% for Socially and Educationally Backward Classes (Group-C), 7% for Socially

and Educationally Backward Classes (Group-D), 4% for Socially and Educationally Backward Classes (Group-E) respectively.

- (j) Where there is only a single solitary post borne on the class, or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules:

Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category of grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

- (k) In respect of appointments by promotion or recruitment by transfer from Subordinate Service to State Service, where such appointments or recruitment by transfer is required to be made on the principle of merit and ability, seniority being considered only where merit and ability are approximately equal, the claims of any members of the Scheduled Castes and Tribes shall be considered for such appointment on the basis of seniority subject to fitness:

Provided that a member of the Scheduled Caste or the Scheduled Tribe possessing superior merit and ability shall be allowed to supersede not only others but also the members of Scheduled Castes or Scheduled Tribes as the case may be.

- (l) In implementing the rule of reservation in favour of Socially and Educationally Backward Classes, the creamy layer shall be excluded. The criteria as fixed by the Government of India from time to time shall be adopted to determine the creamy layer among the Socially and Educationally Backward Classes in the State.

Note: While determining the creamy layer status of any candidate as given in Category-VI of the Schedule to the OM No.36012/22/93-Estt (SCT), dt.8.9.1993, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs.6.00 lakh per annum, income from agricultural land is more than Rs.6.00 lakh per annum, but income from other sources is less than Rs.6.00 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income / Wealth Test, provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

## **22-A WOMEN RESERVATION IN APPOINTMENTS:-**

Notwithstanding anything contained in these rules or special rules or adhoc rules:-

- (1) In the matter of direct recruitment to posts, for which women are better suited than men, preference shall be given to women:

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

- (2) In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 $\frac{1}{3}$ % of the posts in each category of Open Competition, Socially and Educationally Backward Classes (Group-A), Socially and Educationally Backward Classes (Group-B), Socially and Educationally Backward Classes (Group-C), Socially and Educationally Backward Classes (Group-D), Socially and Educationally Backward Classes (Group-E), Scheduled Castes, Scheduled Tribes and Persons With Disabilities and Ex-servicemen quota.
- (3) In the matter of direct recruitment to posts which are reserved exclusively for being filled by women, they shall be filled by women only.
- (4) In the matter of promotion and appointment by transfer involving promotion to posts for which women and men are equally suited and where the cadre strength of posts is more than five, there shall be reservation to women to an extent of 33 $\frac{1}{3}$ % in favour of Scheduled Castes and Scheduled Tribes:

Provided that where no eligible women candidate is available to fill up the roster point earmarked to them, the vacancy shall be filled up with male SC/ST candidates as the case may be.

**23. APPEAL, REVISION AND REVIEW OF ORDERS OF APPOINTMENT (INCLUDING PROMOTION) TO HIGHER POSTS:-** An order appointing a member of a service or class of service or category, to a higher post by transfer or by promotion may, within a period of six months from the date of such order, be revised by an authority to which an appeal would lie against the order of dismissal passed against a member of a service, class or category, such revision may be made by the appellate authority aforesaid, either on its own motion or on an appeal filed by the aggrieved member of the service, class or category:

Provided that the Government may, irrespective of whether they are the appellate authority or not, revise such order of appointment after the expiry of the period of six months aforesaid, for special and sufficient reasons to be recorded in writing:

Provided further that no order of revision under this rule shall be passed unless the person likely to be affected by such revision is given an opportunity of making his representation against the proposed revision:

Provided also that a member of service may submit a revision petition against the order of the Appellate Authority, within three months of the order passed by the Appellate Authority, to the Government.

**24. REVISION OF LISTS OF APPROVED CANDIDATES (PANELS) OR LIST OF ELIGIBLE CANDIDATES FOR APPOINTMENT BY PROMOTION OR BY TRANSFER:-**

- (a) The State Government shall have the power to revise in any manner they consider suitable, any panel of approved candidates for appointment by transfer or by promotion to any category, class or service, prepared by a Head of the Department or any other authority



subordinate to the Head of the Department, in exercise of the powers conferred on them by the special rules or these rules:

Provided that where the panel is prepared by an authority subordinate to a Head of the Department, in exercise of the powers conferred on him by the special rules, the aforesaid power of revision may be exercised by the Head of the Department. This will not preclude the State Government from exercising the powers of the revision aforesaid, against the orders either of the Head of the Department or of any other subordinate authority aforesaid.

- (b) The State Government and the Head of the Department shall have power to revise in any manner they consider suitable, any list of eligible candidates for promotion to any category, class or service in respect of the subordinate service, prepared in accordance with rule-5. The aforesaid power of revision by the State Government could be exercised by them in respect of an order passed by the Head of the Department or by any other subordinate authority.
- (c) The aforesaid power or revision mentioned in sub rule (a) and sub-rule (b), may be exercised by the State Government or by the Head of the Department on their own motion, at any time, or on an application made by the aggrieved person, within a period of six months from the date of order of appointment or promotion of a person junior to the aggrieved person:

Provided that the time limit of six months aforesaid may, for good and sufficient reasons to be recorded in writing, be waived by the State Government:

Provided further that where the panel referred to in sub-rule (a) has been partially utilized, any order of revision likely to affect a person who has already been appointed from such panel shall be given an opportunity of making his representation against the proposed revision, before any order of revision is passed:

Provided also that if any revision of list of eligible candidates mentioned in sub-rule (b) is likely to affect a person already promoted from the aforesaid list of eligible candidates, he shall be given an opportunity of making a representation against the proposed revision before any order of revision is passed:

Provided also that where a panel has been prepared on the basis of the recommendations made by a Departmental Promotion Committee/ Screening Committee, any revision of such panel shall be made only after consultation with such Departmental Promotion Committee / Screening Committee.

**25. REVIEW:-** The State Government may, of their own motion or otherwise, review any original order passed by them, promoting a member of a service or class, to a higher post or approving a panel of candidates for appointment or promotion to any category, class or service, prepared by them, or any order of revision passed by them under rule 24, if it was passed under any mistake,

whether of fact or of law, or in ignorance of any material fact or for any other sufficient reason:

Provided that no order of review under this rule shall be passed unless the person affected or likely to be affected thereby is given an opportunity of making his representation against the proposed review.

**26. APPEAL AGAINST SENIORITY OR OTHER CONDITIONS OF SERVICE:-**

- (a) Except where otherwise provided in these or the special rules, an appeal shall lie against an order fixing the seniority of a person or affecting any conditions of service, passed by the appointing authority, to the authority to whom an appeal would lie against an order of dismissal passed against the member of the service, class or category.
- (b) The powers in sub-rule (a) shall be exercised by the Head of the Department, if he is not the appellate authority, or by the State Government on its own motion, or on an appeal received by the Head of the Department or the State Government, as the case may be.
- (c) The appellate authority, if it is not the Head of the Department or the Government, shall dispose of such appeal within a maximum period of one year. If the appeal has not been disposed of within the aforesaid period, the Head of the Department or the State Government may intervene in the matter, for sufficient reasons to be recorded in writing and take such action as may be considered necessary by them in the matter.
- (d) No appeal for restoration of seniority or assignment of notional seniority on par with his Junior shall be entertained by the appellate authority after a period of 90 days from the date on which junior was promoted.
- (e) A member of service may submit a revision petition against the order of the Appellate Authority, within three months of the orders passed by the Appellate Authority, to the Government.

**27. APPOINTMENT OF ALL INDIA SERVICE OFFICERS TO POSTS IN THE STATE SERVICES:-** Notwithstanding anything contained in these rules or the special rules, an officiating or permanent member of the All India Services may be appointed to any post in any State Service subject to the provisions of the All India Service Rules. Such an officer shall not, by reason of such appointment, cease to be a member of the All India Service concerned.

**28. RELINQUISHMENT OF RIGHTS BY MEMBERS:-** Any member of a service may, in writing, relinquish any right or privilege to which he may be entitled to under these rules or the special rules, if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest. Such relinquishment once made will be final and irrevocable. Nothing contained in these rules or the special rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished:

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

**29. RE-EMPLOYMENT OF MEMBERS OF SERVICE DISCHARGED ON ACCOUNT OF THEIR SUFFERING FROM T.B. ETC.:-**

- (a) A member of the State or Subordinate Service discharged on account of his suffering from TB or such other diseases as may be specified by the Government from time to time, shall be eligible for re-appointment to the post held by him prior to his discharge as aforesaid or to a post of the same rank and status in the department concerned, if he is declared non-infective and medically fit for Government service by the Medical authority, authorized for this purpose by the State Government.
- (b) For the purpose of determining whether any such member possesses the age qualification, where such age qualifications are prescribed in the special rules or these rules, the period of his service in the post held by him prior to his discharge shall be deducted from the actual age and if the age so computed does not exceed the prescribed age limit by more than three years, he shall be deemed to be with the prescribed age limit.
- (c) On re-appointment of any such member, the actual service rendered by him prior to his discharge from service shall count for purposes of seniority and pay, to the extent to which it would have been counted for the said purposes had he not been discharged. The break in service between the date of discharge and the date of reappointment shall not, however, count for any purpose, but his service shall, otherwise, be regarded as continuous. On re-appointment of such a member to the same post or to a post of the same rank and status the service which has not been counted for increments before, up to a maximum of one year and any leave to his credit under the leave rules by which such member was governed at the time of his discharge, shall also be allowed to be carried over to his account.
- (d) The provisions of this rule shall have effect notwithstanding anything contained in these rules or the special rules applicable to the concerned members of a service.

**30. RESIGNATION:-**

- (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect—
  - (i) in case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance.
  - (ii) in case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and
  - (iii) in any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may, having regard to administrative exigencies, specify:

Provided that the resignation of a member of a service shall not be accepted against whom disciplinary proceedings are instituted as per the

provisions of the Civil Services (Classification, Control and Appeal) Rules, applicable to the State of Telangana from time to time or investigation, inquiry or trial is initiated:

Provided further that a member of a service may withdraw his resignation before it takes effect:

Provided also that no withdrawal of resignation shall be permitted, if the withdrawal is made after the resignation takes effect.

- (b) If the resignation of a member of service has been accepted, but has not taken effect and he withdraws his resignation before it has taken effect, he should be deemed to be continuing in service.
- (c) A member of service, shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.
- (d) Where a member of a service is selected for appointment by direct recruitment to another post, category or class in the same or different service of this State Government; or to a post under the service of the Government of India or any other State Government; and is appointed to it, his lien on the service or his probationary right, if any, in the former post, shall be retained for a period of three years from the date of relief in the former post or till his probation is declared or deemed to have been declared in the latter post, whichever is earlier. If, before the expiry of three years, his probation is not declared or not deemed to have been declared in the latter post, unless he reverts to the former post, he shall be deemed to have resigned to the former post with effect from the date on which the three years period expires:

Provided that nothing in this sub-rule shall affect the benefits accrued to such member of a service or services in the previous post or posts, except the lien or probationary right, as the case may be, on such post or posts.

**31. RELAXATION OF RULES BY THE GOVERNOR:-** Notwithstanding anything contained in these rules or in the special rules, the Governor shall have the power to relax any rules contained in these rules or special rules, in favour of any person or class of persons, in relation to their application to any member of a service or to any person to be appointed to the service, class or category or a person or a class of persons, who have served in any civil capacity in the Government of Telangana in such manner as may appear to be just and equitable to him, where such relaxation is considered necessary in the public interest or where the application of such rule or rules is likely to cause undue hardship to the person or class of persons concerned.

**32. RELAXATION OF RULES BY THE HEAD OF THE DEPARTMENT:-**

- (a) Notwithstanding anything contained in these rules or in the special rules and without prejudice to the power of the Governor under rule 31, the Head of the Department shall also have the power to relax any rule or rules in these rules or in the special rules in favour of any person or class of persons or category of persons for being appointed to or of any person

or class of persons who have served or are serving in any civil post or posts carrying a scale of pay less than that of Junior Assistant in his department in so far as such cases relate to transfer, promotion or the service conditions governed by these rules or special rules in such manner as may appear to him to be just and equitable in the public interest or where he considers the application of such rule or rules would cause undue hardship to the person or persons concerned. Provided that nothing in this sub-rule shall apply in regard to the appointment by transfer of a person who is not qualified for such appointment to the post of Junior Assistant or equivalent post in the Ministerial or any other Subordinate Service of the State of Telangana.

Explanation:- This rule shall be applicable to posts which carry a scale of pay or pay less than that of a Junior Assistant and not to posts of Junior Assistants or any other post carrying an equivalent scale of pay.

- (b) Notwithstanding anything contained in rule 31 or sub-rule (a) of this rule, the State Government, may, of their own motion or otherwise, review the orders of relaxation issued in rule 31 or sub-rule (a) of this rule; or cancel any such relaxation orders, within a period of six (6) months from the date of issue of such relaxation orders, if it is found that the said orders were passed under any mistake, whether of fact or of law, or in ignorance of any material fact or for any other sufficient cause to be recorded in writing:

Provided that no order consequent on such review, or an order to cancel the relaxation orders, under this sub-rule, shall be issued unless the person affected thereby is given an opportunity of making his representation against the proposed review or cancellation.

### **33. SENIORITY:-**

- (a) The seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service, class, category or grade.
- (b) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service, fix either for the purpose of satisfying the rule of reservation of appointments or for any other reason, the order of preference among them; and where such order has been fixed, seniority shall be determined in accordance with it:

Provided that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

- (c) Whenever notional date of promotion is assigned, such date of notional promotion shall be taken into consideration for computing the qualifying

length of service in the feeder category for promotion to the next higher category and that the notional service shall be counted for the purpose of declaration of probation also in the feeder category.

- (d) The transfer of a person from one class or category of a service to another class or category of the same service, carrying the same scale of pay shall not be treated as first appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular appointment in the class or category from which he was transferred. Where any difficulty arises in applying this sub-rule, seniority shall be determined by the Government, if they are the appointing authority and in other cases, the authority next higher to the appointing authority shall determine the seniority.
- (e) Where a Member of a service, class or category is reduced for a specific period, to a lower service, class or category or grade,—
  - (i) in cases where the reduction does not operate to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provides otherwise, be fixed in the higher service, class or category at which it would have been fixed but for his reduction;
  - (ii) in cases where the reduction operates to postpone future increment, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service earlier rendered by him in the higher service, class or category.
- (f) Seniority of a retrenched and reappointed person:- The seniority of a member of a service who is re-appointed after having been retrenched, owing to reduction of staff as a measure of economy, shall be determined in accordance with the date of such re-appointment:

Provided that the inter-se-seniority of such members absorbed in the same service, class or category shall be determined,

- (i) in any case in which re-appointment of such members was made in consultation with Public Service Commission or the other selecting authority, in accordance with the order of merit or the order of preference indicated by the said Public Service Commission or other selecting authority; and
  - (ii) in any other case, in accordance with the total length of service, in the same equivalent or higher service, class or category put in by such member prior to retrenchment.
- (g) The seniority of an approved candidate, who takes up military service before joining his appointment to any service, class or category shall, on his appointment to such service, class or category, on his return from the said military service, be determined in accordance with the order of preference shown in the authoritative list of candidates approved for appointment to the service, class or category.

**34. PREPARATION OF INTEGRATED OR COMMON SENIORITY LIST OF PERSONS BELONGING TO DIFFERENT UNITS OF APPOINTMENT:-** Where as integrated or common seniority list of a particular class, or category or grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer, to a class or category having different units of appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub-rule (a) of rule 33, provided that the seniority list of the persons inter-se belonging to the same units shall not be disturbed.

Explanation: The principle specified in this rule shall be applicable even where a common integrated list is required to be prepared for categories in different services, classes or categories.

**35. FIXATION OF SENIORITY IN THE CASE OF TRANSFERS ON REQUEST OR ON ADMINISTRATIVE GROUNDS:-**

- (a) The seniority of a member of a service, class or category, transferred from one unit of appointment to another unit of appointment, on administrative grounds, shall be determined with reference to the date of seniority of such member in the former unit.
- (b) The seniority of a member of a service, class or category, who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

**36. INTER-SE-SENIORITY WHERE THE DATES OF COMMENCEMENT OF PROBATION ARE SAME:-** The seniority of the persons in the service shall be determined—

- (i) in respect of the candidates selected by the Telangana State Public Service Commission or other selecting authorities by direct recruitment, as per the ranking assigned to them, irrespective of the dates of commencement of their probation in that category.
- (ii) in respect of the persons promoted or appointed by transfer involving promotion, as per the dates from which they were placed on probation;
- (iii) in respect of persons covered under item (ii) above and whose dates of commencement of probation are same, as per their age i.e., whoever is aged shall be the senior;
- (iv) in respect of the persons appointed on transfer on administrative grounds, as per the date on which the individual was placed on probation in the original department; and
- (v) in respect of the persons appointed on transfer on his own request, as per the date of his joining in the new department or unit.

**37. SENIORITY OF DIRECTLY RECRUITEED CANDIDATES, RE-ALLOTTED IN CONSULTATION WITH TELANGANA STATE PUBLIC SERVICE COMMISSION:-** The candidates re-allotted under sub-rule (c) of rule-4 shall be assigned seniority below the last regular candidate as on the date of their joining the

posts in the concerned class or category in the unit to which they are re-allotted.

**38. POSTINGS AND TRANSFERS:-**

- (a) A member of a State Service or class of a State Service may be posted to any post borne on the cadre of such service or class of service anywhere in the State:

Provided that such postings and transfers shall be limited to the territorial jurisdiction of the local cadres specified in accordance with or in pursuance of the Presidential Order, where applicable, or to the units of appointment, if any, specified in the Special Rules.

- (b) A member of a Subordinate Service or a class of such service may be posted to another post borne on the cadre of such service or class of such service, within the unit of appointment specified in the special rules and subject to the provisions of the Presidential Order.

- (c) All transfers and postings of a member of State or Subordinate Service shall be made subject to sub-rules (a) and (b) by the appointing authority or such other authority subordinate to the appointing authority, specified in the special rules or to whom the appointing authority has delegated such powers of postings and transfers:

Provided that such power will be exercised by the appointing authority or the authority to whom the power has been delegated, within their respective jurisdiction, but subject to the units of appointment under the Presidential Order, applicable to the relevant post:

Provided further that the Head of the Department may transfer a member of a service from the unit of one appointing authority to the unit of another appointing authority, where the Presidential Order is not applicable:

Provided also that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will, in respect of any post within the jurisdiction of the appointing authority, also be competent to effect transfers and postings to a post within the jurisdiction of such appointing authority within the units of appointment specified in the special rules and subject to the provisions of the Presidential Order:

Provided also that where the State Government are the appointing authority in respect of the members of the State Services, the Head of the Department who is competent to grant leave to such members under FR 66 shall also be competent to issue reposting order in respect of those members on return from leave:

Provided also that unless otherwise stipulated in any special rules or adhoc rules, the State Government may, on its own motion or on a proposal received from a Head of the Department, Order, for sufficient reasons to be recorded in writing, the transfer of members of the State or Subordinate Services from the local cadres organized in pursuance of



the Presidential Order, to the office of the concerned Head of the Departments and offices notified under the said Order as State Level Offices or Special Offices or Major Development Projects and vice-versa. The seniority of any member of the service who is so transferred on administrative ground, shall be fixed in the unit to which he is transferred with reference to the date of his appointment in the office from which he is transferred and the seniority of any member of the service who is transferred at his own request shall be fixed with reference to the date of his joining in the unit to which he is transferred.

(d) Notwithstanding anything in these Rules or the special or the ad-hoc rules, transfer of a person holding post in a category organized into local cadre under paragraph 3 of the Presidential Order as amended, from one local cadre to another may be made by the Government:-

- (a) against a vacancy where no qualified or suitable person is available in the latter cadre or where such transfer is otherwise considered necessary in the public interest; and
- (b) on reciprocal basis, subject to the condition that transferee shall be assigned seniority with reference to the date of transfer in the cadre to which he is transferred:

Provided that the Head of the Department may transfer on tenure, from a local cadre to a post to which the Presidential Order does not apply, where such posts are required to be filled on tenure basis from such local cadres and retransfer him to his local cadre.

(e) A member of a State or Subordinate Service or a class of such service may be required by the appointing authority or any other authority superior to such appointing authority, to serve in any post borne on the cadre of any body wholly or substantially owned or controlled by the Government.

### **39. SAVINGS:-**

- (a) (i) Nothing contained in these rules, unless a contrary intention is expressly indicated, shall adversely affect any person who is a member of any service on the date of coming these rules into force.
- (ii) Nothing contained in any amendments to any special rules governing a service, unless a contrary intention is expressly indicated therein, shall adversely affect any person who is a member of such service on the date of coming those amendments into force.
- (b) Subject to the provisions of sub-rules (c) and (d) where these rules or the special rules would adversely affect in respect of any matter, a person, who was a member of any service before the date of coming into force thereof, shall, in respect of the post held by him immediately prior to such date, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) A person who was on duty, otherwise than in a substantive capacity in a post, which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the class or category thereof in which the post is included and in the lower category, if any, in which he would have been on duty, but for his being on duty in a higher category, if he,—

(i) was on duty in such post on the date of issue of the special rules for that service; or

(ii) was absent from duty in such post on that date, on leave granted by a competent authority, having been on duty in such post immediately before and immediately after such absence:

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment thereto, the provisions of these rules and of the special rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation, if any to the extent such service would have counted had these rules and the special rules come into force at the time of such first appointment.

(d) A person, who, before the issue of the special rules for a service had officiated in a post which was subsequently included in the service, class or category thereof, but who is not entitled to be regarded as probationer or as an approved probationer under sub-rule (c) shall, if he is again appointed to such post, after the issue of the special rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation:

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation:- The re-appointment of a person under this sub-rule shall not, for the purposes of these rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(e) If, before the issue of the Special Rules, a person had been exempted under the orders then in force, from the possession of any qualification or the passing of such test prescribed by such special rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

## **SCHEDULE -I**

*[See rule 2(28)]*

### **PART - A**

#### **Scheduled Castes**

*[See rule 2(29)]*

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
9. Beda (Budga) Jangam
10. Bindla
11. Byagara, Byagari
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chanchandi
23. Godari
24. Gosangi
25. Holey
26. Holey Dasari
27. Jaggali
28. Jambuvulu
29. Kolupulvandlu, Pambada, Pambanda, Pambala
30. Madasi Kuruva, Madari Kuruva
31. Madiga
32. Madiga Dasu, Mashteen
33. Mahar
34. Mala, Mala Ayawaru
35. Mala Dasari
36. Mala Dasu
37. Mala Hannai
38. Malajangam
39. Mala Masti

40. Mala Sale, Nethani
41. Mala Sanyasi
42. Mang
43. Mang Garodi
44. Manne
45. Mashti
46. Matangi
47. Mehtar
48. Mitha Ayyalvar
49. Mundala
50. Paky, Moti, Thoti
51. Pamidi
52. Panchama, Pariah
53. Relli
54. Samagara
55. Samban
56. Sapru
57. Sindhollu, Chindollu
58. Yatala
59. Valluvan

**PART – B**  
**Scheduled Tribes**  
*[See rule 2(30)]*

1. Andh, Sadhu Andh
2. Bagata
3. Bhil
4. Chenchu
5. Gadabas, Bodo Gadaba, Gutob Gadaba, Kallayi Gadaba, Parangi Gadaba, Kathera Gadaba, Kapu Gadaba
6. Gond, Naikpod, Rajgond, Koitur
7. Goudu (in the Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar
13. Konda Dhoras, Kubi
14. Konda Kapus
15. Kondareddis
16. Kondhs, Kodi, Kodhu, Desaya Kondhs, Dongria Kondhs, Kuttia Kondhs, Tikiria Kondhs, Yenity Kondhs, Kuvinga
17. Kotia, Benthoriya, Bartika, Dulia, Holya, Sanrona, Sidhopaiko

18. Koya, Doli Koya, Gutta Koya, Kammara Koya, Musara Koya, Oddi Koya, Pattidi Koya, Rajah, Rasha Koya, Lingadhari Koya (Ordinary), Kottu Koya, Bhine Koya, Rajkoya
19. Kulia
20. Manna Dhora
21. Mukha Dhora, Nooka Dhora
22. Nayaks (in the Agency tracts).
23. Pardhan.
24. Porja, Parangiperja
25. Reddi Dhoras
26. Rona, Rena
27. Savaras, Kapu Savaras, Maliya Savaras, Khutto Savaras
28. Sugalis, Lambadis, Banjara
29. Thoti (in Adilabad, Hyderabad, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal Districts)
30. Yenadis, Chella Yenadi, Kappala Yenadi, Manchi Yenadi, Reddi Yenadi
31. Yerukulas, Koracha, Dabba Yerukala, Kunchapuri Yerukala, Uppu Yeruklala
32. Nakkala, Kurvikaran

### **PART – C**

### **SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES**

*[See rule 2(7)]*

### **GROUP–A**

(Aboriginal Tribes, Vimuktha Jathis, Nomadic and Semi-Nomadic Tribes etc.)

1. Agnikulakshatriya, Palli, Vadabaliya, Bestha, Jalari, Gangavar, Gangaputra, Goondla, Vanyakulakshatriya (Vannekapu, Vannerreddi, Pallikapu, Pallireddi), Neyyala, Pattapu
2. Balasanthu, Bahurupi
3. *(omitted)*
4. Budabukkala
5. Rajaka (Chakali, Vannar)
6. Dasari (formerly engaged in Bikshatana i.e., Beggary)
7. Dommara
8. Gangiredlavaru
9. Jangam (whose traditional occupation is begging)
10. Jogi
11. Katipapala
12. *(omitted)*
13. *(deleted)*
14. Medari or Mahendra
15. Mondivaru, Mondibanda, Banda

16. Nayi-Brahmin / Nayee-Brahmin (Mangali), Mangala and Bhajantri
17. *(deleted)*
18. Vamsha Raj / Pitchiguntla
19. Pamula
20. Pardhi (Nirshikari)
21. Pambala
22. Peddammavandlu, Devaravandlu, Yellammavandlu, Mutyalammavandlu, Dammali / Dammala / Dammula / Damala
23. Veeramushti (Nettikotala), Veerabhadreeya
24. Valmiki Boya (Boya, Bedar, Kirataka, Nishadi, Yellapi / Yellapu, Pedda Boya), Talayari and Chunduvallu
25. *(deleted)*
26. Gudala
27. Kanjara – Bhatta
28. *(omitted)*
29. Kepmare or Reddika
30. Mondipatta
31. Nokkar
32. Pariki Muggula
33. Yata
34. Chopemari
35. Kaikadi
36. Joshinandiwalas
37. Odde (Oddilu, Vaddi, Vaddelu), Vaddera, Vaddabhovi, Vadiyaraj, Waddera
38. Mandula
39. Mehtar (Muslim)
40. Kunapuli
41. Patra
42. *(omitted)*
43. *(omitted)*
44. *(omitted)*
45. Pala-Ekari, Ekila, Vyakula, Ekiri, Nayanivaru, Palegaru, Tolagari, Kavali (area confined to Hyderabad and Ranga Reddy Districts only)
46. Rajannala, Rajannalu (area confined to Karimnagar, Warangal, Nizamabad and Adilabad Districts only)
47. Bukka Ayyavars
48. Gotrala
49. Kasikapadi / Kasikapudi (area confined to Hyderabad, Ranga Reddy, Nizamabad, Mahaboobnagar and Adilabad Districts only)
50. Siddula
51. Sikligar / Saikalgar
52. Poosala
53. *(omitted)*

54. *(omitted)*
55. Orphans and destitute children who have lost their parents before reaching the age of ten years and are destitute; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognized by the Government.

### **GROUP-B**

(Vocational Groups)

1. *(omitted)*
2. Aryakshatriya, Chittari, Giniyar, Chitrakara, Nakhas
3. Devanga
4. Goud [Ediga, Gouda (Gamalla), Kalalee, Gounda and Srisayana (Segidi)]
5. Dudekula, Laddaf, Pinjari or Noorbash
6. Gandla, Telikula, Devathilakula
7. Jandra
8. Kummara or Kulala, Salivahana
9. Karikalabhakthulu, Kaikolan or Kaikala (Sengundam or Sengunther)
10. Karnabhakthulu
11. Kuruba or Kuruma
12. *(omitted)*
13. Neelakanthi
14. Patkar (Khatr)
15. Perika (Perika Balija, Puragiri kshatriya)
16. Nessi or Kurni
17. Padmasali (Sali, Salivan, Pattusali, Senapathulu, Thogata Sali)
18. *(deleted)*
19. Swakulasali
20. Thogata, Thogati or Thogataveerakshatriya
21. Viswabrahmin (Ausula, Kamsali, Kammari, Kanchari, Vadla or Vadra or Vadrangi and Silpis), Viswakarma
22. *(omitted)*
23. Lodh / Lodhi / Lodha (area confined to Hyderabad, Ranga Reddy, Khammam and Adilabad Districts only)
24. Bondili
25. Are Marathi, Maratha (Non-Brahmins), Arakalies and Surabhi Natakavallu
26. Neeli
27. Budubunjala / Bhunjwa / Bhadbhunja (area confined to Hyderabad and Ranga Reddy Districts only)
28. *(omitted)*

### **GROUP-C**

(Harijan Converts)

1. Scheduled Castes converts to Christianity and their progeny

### **GROUP-D**

(Other Classes)

1. *(omitted)*
2. Arekatika, Katika, Are-Suryavamshi
3. *(omitted)*
4. Bhatraju
5. Chippolu (Mera)
6. *(omitted)*
7. *(omitted)*
8. Hatkar
9. *(omitted)*
10. Jingar
11. *(omitted)*
12. Koshti
13. Kachi
14. Surya Baliya (Kalavanthula), Ganika
15. Krishnabaliya (Dasari, Bukka)
16. *(omitted)*
17. Mathura
18. Mali (Bare, Barai, Marar and Tamboli)
19. Mudiraj, Mutrasi, Tenugollu
20. Munnurukapu
21. *(omitted)*
22. *(deleted)*
23. *(omitted)*
24. *(deleted)*
25. Passi
26. Rangarez or Bhavasara Kshatriya
27. Sadhuchetty
28. Satani (Chattadasrivaishnava)
29. Tammali (Non-Brahmins) (Shudra Caste) whose traditional occupation is playing musical instruments, vending of flowers and giving assistance in temple service, but not Shivarchakars
30. *(omitted)*
31. Uppara or Sagara
32. Vanjara (Vanjari)
33. Yadava (Golla)
34. Are, Arevallu and Arollu
35. *(omitted)*
36. *(omitted)*



37. Ayyaraka (area confined to Khammam and Warangal Districts only)
38. Nagaralu (area confined to Hyderabad and Ranga Reddy Districts only)
39. Aghamudian, Aghamudiar, Agamudivellalar and Agamudimudaliar (including Thuluva Vellalas) (area confined to Hyderabad and Ranga Reddy Districts only)
40. *(omitted)*
41. *(omitted)*
42. Sonidi / Sundi
43. Varala
44. Sistakaranam
45. Lakkamarikapu
46. Veerashaiva Lingayat / Lingabaliya
47. Kurmi

### **GROUP-E**

(Socially and Educationally Backward Classes of Muslims)

1. Achchukattalavandlu, Singali, Singamvally, Achchupanivally, Achchukattuvaru, Achukatlavandlu
2. Attar Saibulu, Attarollu
3. Dhobi Muslim / Muslim Dhobi / Dhobi Musalman, Turka Chakla or Turka Sakala, Turaka Chakali, Tulukka Vannan, Tsakalas, Sakalas or Chakalas, Muslim Rajakas
4. Faqir, Fhakir Budbudki, Ghanti Fhakir, Ghanta Fhakirlu, Turaka Budbudki, Darvesh, Fakeer
5. Garadi Muslim, Garadi Saibulu, Pamulavally, Kani-Kattuvally, Garadollu, Garadiga
6. Gosangi Muslim, Phakeer Sayebulu
7. Guddi Eluguvally, Elugu Bantuvally, Musalman Keelu Gurrallavally
8. Hajam, Nai, Nai Muslim, Navid
9. Labbi, Labbai, Labbon, Labba
10. Pakeerla, Borewale, Deera Phakirlu, Bonthala
11. Qureshi, Kureshi / Khureshi, Khasab, Marati Khasab, Muslim Katika, Khatik Muslim
12. Shaik / Sheikh
13. Siddi, Yaba, Habshi, Jasi
14. Turaka Kasha, Kakkukotte Zinka Saibulu, Chakkitakanevale, Terugadu Gontalavaru, Thirugatigantla, Rollaku Kakku Kottevaru, Pattar Phodulu, Chakketakare, Thuraka Kasha

## **SCHEDULE – II**

### **Minimum General Education Qualification** *[Referred to in Rule 12(2)]*

A candidate is said to possess the Minimum General Education Qualification if he has passed one of the following examinations:-

1. Secondary School Certificate Examination conducted by the Board of Secondary Education, Telangana or by the Board of Secondary Education, Andhra Pradesh;
2. Indian Army Special Certificate of Education;
3. A pass in the Higher Education Test of the Royal Indian Navy.
4. A pass in the Anglo – Vernacular School leaving Certificate (Burma Examination);
5. A pass in the Burma High School Final Examination;
6. A pass in the Matriculation Examination of the Rangoon University;
7. A pass in the Secondary School Certificate Examination conducted by the Government of Bombay;
8. A pass in the Admission Examination of the Benaras Hindu University;
9. A pass in the Advanced Class (Indian Navy) Examination held in or before 1953;
10. A Certificate granted by the East Bengal Secondary Education Board, Decca, in any of the following three Examinations conducted by it:-
  - (i) Matriculation Examination.
  - (ii) Higher Madrasha Examination.
  - (iii) School Final (Science side examination).
11. Successful completion of two years course at the Joint Services Wing of the National Defence Academy provided that the Cadet's discontinuance of the course at the Academy on completion of the two years was not due to academic reasons;
12. A pass in the High School Examination of the Aligarh University;
13. Cambridge School Certificate Examination (Senior Cambridge);
14. European High School Examination, held by the State Government;
15. Tenth Class Examination of the Technical Higher Secondary School Delhi Polytechnic;
16. Pass in the preparatory Examination of the Delhi University;

17. School leaving Examination of the Government of Nepal;
18. A pass in the Vidyadhikari Examination of Gurukula Kanigiri – Viswa Vidyalaya.
19. A pass in Ceylon Senior School Certificate Examination.
20. A pass in the following French Examinations of Pondicherry;
  - i) Brevet Elementaries;
  - ii) Brevet D' Etudes dupremier Cycle;
  - iii) Brevet D' enseighment Premaire Superior de languo Indienns, and
  - iv) Brevet de langu Indienn (Vernacular).
21. A Certificate of Post-Basic Education awarded by a post-Basic School.
22. General Certificate of Education of Ceylon at Ordinary level, provided that the candidate has passed in six subjects including English, Mathematics and either Sinhaless or Tamil;
23. A pass in the Secondary School leaving Certificate of Kerala State;
24. A pass in the Secondary School Certificate Examination (New Pattern 1967) (10 years course) of Madhya Pradesh State;
25. A pass in HSLC Examination conducted by the Board of Secondary Education, Manipur.
26. A compartmental pass in SSLC Examination of Government of Kerala;
27. A pass in the Matriculation Examination of Haryana State conducted by the Board of School Education, Haryana.
28. A pass in the Secondary School Leaving Certificate Examination of Mysore State.
29. A pass in any other examination declared as equivalent to SSC examination by the Government of Telangana.
30. A pass in HSC examinations conducted by the Board of School Examination of Nagaland (G.O.Ms.No. 982 Edn (K2) Dept., dt:6.10.77)

RAJIV SHARMA  
CHIEF SECRETARY TO GOVERNMENT

//TRUE COPY //



SECTION OFFICER.

**GOVERNMENT OF TELANGANA  
ABSTRACT**

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2016 to the Teaching staff in Universities and Colleges with effect from 01.01.2016 – Orders – Issued.

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**HIGHER EDUCATION (UE) DEPARTMENT**

**G.O.Ms.No. 15**

**Dated: 29-06-2019**

Read the following:-

1. G.O.Ms No.14, Higher Education (UE) Deptt., dt.20.02.2010.
2. Letter from the Secretary, University Grants Commission (MHRD, GoI), New Delhi, F.No.23-4/2017(PS), dt.31.01.2018, enclosing the letter of the Director, GoI, MHRD, Deptt. of HE, New Delhi, No.1-7/2015-U-II(1), dt.27.11.2017.
3. Govt. Letter No.744/UE/2018-01, dt.14.02.2018.
4. Letter from the Secretary, TSCHE,Hyd., No.TSCHE/UM-777/UGC-7<sup>th</sup> CPC-2018, dt.05.03.2018.
5. D.O.Letter from the Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi, No.9-17/2018-U.II, dt.25.5.2018.
6. Govt. Letter No.744/UE/2018-01, dt.7.7.2018, addressed to the Secretary, Deptt. of HE, MHRD, GoI, New Delhi.
7. UGC Regulation F.No.11-2/2017/CPS, dt.18.7.2018.
8. G.O.Rt No.197, H.E (UE) Deptt., dt.08.08.2018.
9. Letter from the Secretary & Convenor, TSCHE, Hyd., No.TSCHE/ UM-777/UGC-7<sup>th</sup> CPC-2018, dt.29.12.2018 & 28.01.2019.
10. Govt. Letter No.744/UE/2018, HE Deptt., dt.25.3.2019, addressed to the Secretary, Deptt. of HE, MHRD, GoI, New Delhi.
11. Letter from the Director (U.II), GoI, MHRD, Deptt. of HE, New Delhi, No.F.1-12/2019-U.II, dt.27.3.2019.
12. D.O. Letter from the Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi, No.1-1/2018-U.II, dt.16.4.2019.

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**ORDER**

In the G.O. first read above, orders have been issued extending the revised pay scales, 2006 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education Personnel in the Universities and Colleges working in Government/Oriental /Private Aided Oriental and Residential Degree Colleges.

2. In the reference 2<sup>nd</sup> read above, Government of India have revised the UGC scales for University and College Teachers with effect from 01.01.2016. Further, among other things, it was stated that the Govt. of India have decided to extend the Scheme to Universities, College and other higher educational institutions coming under the purview of State Legislatures, provided State Governments wish to adopt and implement the Scheme, subject to the following terms and conditions:-

- (a) The Central Government will provide financial assistance to the State Governments for the period from 01.01.2016 to 31.3.2019, which have opted for the revised pay scales, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved in the implementation of the pay revision.
- (b) The State Government will meet the remaining 50% (fifty percent) of the additional expenditure from their own sources for the period from 01.01.2016 to 31.3.2019.

(Continue P.2)

- (c ) The entire liability on account of revision of pay scales etc. of university and college teachers would be taken over by the State Government w.e.f. 01.04.2019
  - (d) The proposal for reimbursement on account of pay revision in State funded universities, colleges and other higher educational institutions shall be submitted in the prescribed format by the State Governments. The state bills preferred by the State Governments for reimbursement during 2017-18 and 2018-19 would be met to the extent of 50% of additional financial impact during these two years. There would be no central assistance thereafter.
  - (e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 01.01.2016.
  - (f) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised bands/scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State Government(s).
  - (g) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and pay scales mentioned herein above.
3. In the reference 7<sup>th</sup> read above, UGC issued regulation of 2018 for minimum Qualifications for appointment of teachers and other academic staff in the University & Colleges and measures for the maintenance of standards in Higher Education, 2018.
4. In the reference 8<sup>th</sup> read above, Government have constituted a Committee to study the issue in-depth related to the implementation of the UGC Pay Scales, 2016 to the teaching staff of the Universities and Colleges in the State.
5. In the reference 9<sup>th</sup> read above, the Telangana State Council of Higher Education has submitted the report of the Committee to the Government.
6. After careful consideration of the revised U.G.C. Scales and the suggestions of Government of India, and the recommendations of the Committee, the State Government of Telangana have decided for implementation of U.G.C. Revised Pay Scales, 2016 to the University and College Teachers in the State with effect from 1.1.2016 in the State, as shown in the Appendix to this order.

**7. Short title:**

These pay scales may be called the Telangana State Revised U.G.C. Scales of Pay, 2016.

**(Continue P.3)**

**8. Coverage and Applicability :-**

- (1) The UGC Revised Pay Scales of 2016 are applicable to the University and College Teachers, Librarians, Directors of Physical Education.
- (2) The scales shall be applicable to the faculty of all the State funded universities established through State Act and receiving Block Grants, Government Degree Colleges and Aided teaching staff in the Private Aided Degree Colleges, B.Ed and BPED Colleges, where UGC Scales of pay of 2006 were implemented/ extended.
- (3) These orders are also applicable to such of the institutions which follow the norms/regulations prescribed by UGC/their respective National Councils, provided the qualifications and other criteria are not lower than those prescribed by the UGC Regulations.
- (4) These scales are applicable to those university and college teachers who were under the UGC scales of pay as on 1.1.2016 and recruited thereafter and fulfilled all the eligibility criteria laid down by the UGC for the purpose in the UGC Revised Pay Scales, 2016.
- (5) The UGC Revised Pay Scales, 2016 are applicable to the teachers who were in the scales other than UGC and came under the UGC Scales after 1.1.2016, by option.
- (6) Teachers who were given UGC Revised Pay Scales of 2006 with conditions to fulfil within a time frame but failed to fulfil the same will not be eligible for the UGC Revised Pay Scales 2016 until they fulfil the conditions. They may be given the new scales prospectively as and when they fulfil the conditions. Further, the UGC Revised Pay Scales 2016 shall not be extended with conditions for ineligible teachers.
- (7) The non-Teaching cadres like Registrars, Controller of Examinations and Finance Officers etc., in respect of the state funded institutions, shall continue to be governed by the existing service conditions and state pay scales as approved by the Universities. And these scales are not applicable to the teachers who are drawing the UGC Scales of Pay and occupy these posts on deputation or transfer or by appointment.

**9. Date of effect:**

These pay scales shall come into force with effect from 01.01.2016.

**10. Pay Scales and Pay Fixation Formula :**

**(I) Pay Fixation method**

The revised pay structure for different categories of teachers and equivalent positions is based on the following :

- a) The formula followed by the 7<sup>th</sup> Central Pay Commission (CPC) is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The first academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.

(Continue P.4)

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- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (IOR) is 2.67 for present AGP less than Rs.10,000 and 2.72 for the AGP of Rs. 10,000 and above.
- e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	-	67,000

- f) The pay of all eligible university and college teachers in the UGC Scales of Pay as on 1.1.2016 shall be fixed at the corresponding pay in the UGC RPS 2016 as per the Pay Matrix Tables annexed with effect from 01.01.2016.
- g) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay are annexed shall be implemented.
- h) For fixation of pay of an employee in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise the next higher cell in that Academic Level shall be revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

**(i) Revised pay for Teachers in Universities and Colleges**

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Professor (at Rs. 7000 AGP in PB Rs. 15,600- 39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Assistant Professor (at Rs. 8000 AGP in PB Rs. 15,600- 39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Associate Professor (at Rs. 9000 AGP in PB Rs. 37,400- 67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale/ PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs. 1,82,200/-)

( Continue P.5)

**(ii) Revised pay for Librarians in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Librarian / College Librarian (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian / College Librarian (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs. 7000 AGP in PB Rs. 15,600- 39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade)(at Rs. 8000 AGP in PB Rs. 15,600- 39,100)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs. 9000 AGP in PB Rs. 37,400- 67,000)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Librarian (at Rs. 10000 AGP in PB Rs. 37,400- 67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

**(iii) Revised pay for Directors of Physical Education & Sports in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Director of Physical Education & Sports / College Director of Physical Education & Sports (at Rs.6000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports / College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7000 AGP in PB Rs. 15,600- 39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Rs. 8000 AGP in PB Rs. 15,600- 39,100)	Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Rs. 9000 AGP in PB Rs. 37,400- 67,100)	Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10000 AGP in PB Rs. 37,400- 67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(Contiune P.6)



(II) The minimum pay and maximum pay matrix of the category concerned i.e Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor and Senior Professor, may be fixed as the pay scale of that category duly indicating the academic level of that category.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr.Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel.Gr.	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs. 1,44,200-2,18,200
Senior Professor	15	Rs. 1,82,200-2,24,100

### 11. Revised pay of the Vice-Chancellor of Universities

- (i) Vice Chancellor: The pay of the Vice Chancellor shall be fixed at Rs. 2,10,000/- (fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand), with the existing special allowance of Rs. 5000/- per month.

### 12. Revised pay of Principals in Colleges

The pay of Principals in Under Graduate and Post Graduate Colleges shall be

- (i) Under Graduate Colleges : The pay of Principals shall be equivalent to the pay of Associate Professor i.e. Academic Level 13A with rationalized entry pay of Rs. 1,31,400/- with the existing special allowance of Rs.2000/- per month.
- (ii) Post Graduate Colleges : The pay of Principals shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs.1,44,200/-, with the existing special allowance of Rs.3000/- per month.

#### Note:

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as principals. After completion of their tenure as principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals pay.

### 13. Increment

- (i) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.

(Continue P.7)

- (ii) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.
- (iii) The option date of increment as on 1<sup>st</sup> Jan or 1<sup>st</sup> July will have effect as and when the teacher concerned was appointed or promoted. Till such time, the existing procedure of 1<sup>st</sup> July will continue. The clarification issued by the Ministry of Finance vide No.4-21/2017-IC/E.III (A) dt.31.7.2018 in this regard is to be followed.

**14. Promotion**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, he would be given a notional increment (F.R. 22 a (i)) in his existing Academic Level of Pay, by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of then level.

**15. Allowances**

- (1) The percentage of HRA as clarified vide No. 2/5/2017-EII(B), Dated: 07.07.2017 of the Ministry of Finance, Govt. of India shall be followed w.e.f. 01.07.2017.

City	Cities in Telangana	HRA rates as per 2006	HRA Rates as per 2016		
			DA upto 25%	DA crosses 25%	DA crosses 50%
X	Hyderabad	30%	24%	27%	30%
Y	Warangal	20%	16%	18%	20%
Z	Remaining cities	10%	8%	9%	10%

- (2) In respect of all allowances, except DA & HRA, state rules shall be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

Encashment of earned leave, however, shall be allowed as applicable to the employees of the Central Government.

**16. Recruitment and Qualifications, Selection procedures and other service conditions :**

- (1) The Recruitment and Qualifications, Selection Procedures, general service conditions, teaching days, work load, code of professional ethics, accountability etc., shall be as indicated in the schedule to this order.

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(2) Supplementary Rules will be issued for effective implementation of UGC Regulations 2018.

(3) Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.

(4) Superannuation age - The existing State Government provision on age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.

(5) Medical Benefits: orders shall be issued separately.

17. On account of implementation of 2016 U.G.C. scales of pay w.e.f. from 1.1.2016, the Government of Telangana shall make a claim towards central assistance to the extent of 50% of the additional expenditure involved immediately for the period from 01.01.2016 to 31.03.2019.

18. Anomalies if any in the implementation of the scheme should be brought to the notice of Government for clarification.

19. Salaries in the revised U.G.C. Pay Scales of 2016, shall be payable w.e.f. the month of July, 2019, i.e. the salary payable on 01.08.2019 and orders as regards disbursement of arrears for the period from 01.01.2016 to 30.06.2019, shall be issued separately.

20. This order issues with concurrence of Finance (EBS-IV) Department vide their Fin.U.O.No.3281-B/80/A2/EBS.IV/HE/19, dt.28.6.2019.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**Dr. B. JANARDHAN REDDY**  
**SECRETARY TO GOVERNMENT**

To

The Chairman, Telangana State Council of Higher Education, Hyderabad

The Commissioner of Collegiate Education, Telangana, Hyderabad.

The Commissioner of School Education, Telangana, Hyderabad.

The Director of Local Fund Audit, Telangana, Hyderabad.

The Director of Information and Public Relations, Telangana, Hyderabad.

The Secretary, University Grants Commission (MHRD, GoI), New Delhi.

The Director, GoI, MHRD, Deptt. of HE, New Delhi.

The Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi.

The Commissioner of Printing, S.S & Purchases, Chanchalguda, Hyderabad (with a request to supply 100 copies)

The Director of Treasuries & Accounts, Telangana, Hyderabad.

The Registrars of all universities in the State.

**Copy to:**

The Pay & Accounts Officer, Telangana, Hyderabad.

The Accountant General, Telangana, Hyderabad.

The Secretary, Telangana State Council for Higher Education, Hyderabad.

The Secretary, Telangana State Public Service Commission, Hyderabad.

The Finance (EBS-IV)Dept.

The Law Dept.

The PS to Special Secretary to C.M

The P.S to Minister for Higher Education

The P.S to Chief Secretary

The P.S. to Secretary, Education Department.

All Section in Higher Education Department

SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

**Annexure to G.O.Ms.No....., Higher Education (UE) Deptt.,  
dt.29.06.2019**

**PART – I : RECRUITMENT AND QUALIFICATIONS**

**1.0 General**

- 1.0.1 These Regulations may be called UGC (minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales) Regulations, 2018.
- 1.0.2 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of Health, Medicine, Special Education, Agriculture, Veterinary and allied fields, Technical Education, Teacher Education, norms or standards laid down by authorities established by the relevant Act of Parliament under Article 246 of the Constitution for the purpose of co-ordination and determination of standard sin institutions for higher education or research and scientific and technical institutions, shall prevail.
- (i) *Provided* that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- (ii) *Provided* further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

**1.1 Recruitment and Qualifications**

- 1.1.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/ Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.
- 1.1.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.
- 1.1.3
- I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/ Colleges/ Institutions in the respective state only:

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

*Provided* further that the award of degree to candidates registered for the M.Phil/ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/ Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/ funded/ supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

**1.1.4** A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

- I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

**1.1.5** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

- 1.1.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 1.1.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 1.1.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 1.1.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 1.1.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 1.1.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.
- 1.1.12 No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

## **1.2 Direct Recruitment**

### **1.2.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**

#### **I. Assistant Professor:**

##### **Eligibility (A or B) :**

##### **A.**

- (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-Laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

*Note: The Academic score as specified in Appendix II (Table- 3A) for Universities, and Appendix II (Table-3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

**II. Associate Professor:**

**Eligibility:**

- (i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

**III. Professor:**

**Eligibility (A or B) :**

**A.**

- (i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/ Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline, supported by documentary evidence provided he/ she has ten years' experience.

**IV Senior Professor in Universities**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

**Eligibility:**

- (i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- (iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- (iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

**V. College Principal and Professor (Professor's Grade)**

**A. Eligibility:**

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.



(iv) A minimum of 110 Research Score as per Appendix II, Table 2

## **B. Tenure**

- (i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- (ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

## **VI. Vice-Principal**

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

### **1.2.2 Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**

#### **I. Assistant Professor:**

##### **Eligibility (A or B):**

##### **A.**

- (i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:*

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;

- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

**Note 1:** The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

**Note 2:** The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

**OR**

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- (i) studied under a noted/reputed traditional Master(s)/Artist(s)
- (ii) Has been 'A' grade artist of AIR/Doordarshan;
- (iii) Has the ability to explain, with logical reasoning the subject concerned; and
- (iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor : Eligibility (A or B):**

**A.**

- (i) Good academic record, with a doctoral degree in the concerned / allied / relevant subject.
- (ii) Performing ability of a high professional standard.
- (iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- (iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

**OR**

- B.** A traditional or a professional artist with highly commendable professional achievement having Master's degree in the subject concerned, who has:

- (i) been 'A'-grade artist of AIR/ Doordarshan;
- (ii) eight years' experience of outstanding performing achievement in the field of specialisation;
- (iii) experience in designing of new courses and /or curricula;
- (iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and

- (v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

### **III. Professor :**

#### **Eligibility (A or B):**

##### **A.**

- (i) An eminent scholar having a doctoral degree in the concerned / allied / relevant subject.
- (ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- (iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- (iv) Has a total research score of 120, as per Appendix II, Table 2.

##### **OR**

- B.** A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- (i) Having Masters degree, in the relevant subject
- (ii) Has been 'A'-grade artist of AIR/ Doordarshan
- (iii) Has Ten years of outstanding performing achievements in the field of specialisation
- (iv) Has made significant contributions in the field of specialisations and ability to guide research;
- (v) Has participated in National/International Seminars/ Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- (vi) Has the ability to explain with logical reasoning the subject concerned, and
- (vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

### **1.2.3 Drama Discipline:**

#### **I. Assistant Professor Eligibility (A or B)**

##### **A**

- (i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of

M.Phil./ Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

*Provided* further, candidates registered for the Ph.D. programme, prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency

**Note:**

- 1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- 2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

- (i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- (ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
- (iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor:**

**Eligibility (A or B) :**

**A.**

- (i) A good academic record, having a Ph.D degree in a relevant / allied / concerned discipline with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.

- (ii) Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College.
- (iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

**OR**

**B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- (i) Been recognised artist of Stage/ Radio/TV;
- (ii) Eight years of outstanding performance in the field of specialisation;
- (iii) Experience of designing new courses and /or curricula;
- (iv) Participated in Seminars/Conferences in reputed institutions; and
- (v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline

**III. Professor**

**Eligibility (A or B) :**

**A.** An eminent scholar, having a doctoral degree in a relevant / allied / concerned discipline, actively engaged in research with ten years of experience in teaching and /or research at a University/ National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer- reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

**OR**

**B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- (i) Master's degree, in the relevant subject;
- (ii) Ten years of outstanding performing achievements in the field of specialisation;
- (iii) Made significant contribution in the field of specialisation
- (iv) Guided research;
- (v) Participated in National/ International Seminars/ Conferences / Workshops and/or recipient of National/ International Awards/ Fellowships;
- (vi) Ability to explain with logical reasoning the subject concerned;
- (vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

#### 1.2.4 Yoga Discipline

##### **I. Assistant Professor :**

##### **Eligibility (A or B) :**

- A.** Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/ foreign University.

**OR**

- B.** Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in a relevant / allied / concerned discipline, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga\* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

\*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

##### **II. ASSOCIATE PROFESSOR**

- (i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- (ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

##### **III. PROFESSOR Eligibility (A or B) :**

##### **A.**

- (i). An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10

publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

- (ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

**OR**

- B.** An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

**1.2.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**

**I. ASSISTANT PROFESSOR:**

A Bachelor's Degree in Occupational Therapy (B.O.T./B.Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

**II. ASSOCIATE PROFESSOR:**

- (i) Essential: A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

**III. PROFESSOR:**

- (i) Essential : Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- (ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

**IV. PRINCIPAL / DIRECTOR / DEAN:**

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.

- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

#### **1.2.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

##### **I. ASSISTANT PROFESSOR:**

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

##### **II. ASSOCIATE PROFESSOR:**

- (i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC – listed journals.

##### **III. PROFESSOR:**

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
- (ii) Published work of high standard in peer -reviewed or UGC- listed journals.

##### **IV. PRINCIPAL / DIRECTOR / DEAN:**

Essential: Master's Degree in Physiotherapy (M.P.T./ M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

##### **Note:**

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

#### **1.2.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRTY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN**



## **I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a library.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/ her Ph.D. work in conferences/ seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

### **Note:**

- (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **II. UNIVERSITY DEPUTY LIBRARIAN**

- (i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point – scale, wherever grading system is followed.
- (ii) Eight years experience as an Assistant University Librarian/ College Librarian.
- (iii) Evidence of innovative library services including integration of ICT in library.

- (iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/ computerization of library.

### **III. UNIVERSITY LIBRARIAN**

- (i) A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D. Degree in library science/information science/ documentation /archives and manuscript-keeping.

#### **1.2.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

##### **I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports**

##### **Eligibility (A or B) :**

##### **A.**

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/or national championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;

- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (v) Passed the physical fitness test conducted in accordance with these Regulations.

**OR**

- B.** An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

## **II. University Deputy Director of Physical Education and Sports**

### **Eligibility (A or B) :**

#### **A**

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.

**OR**

- B.** An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

## **III. University Director of Physical Education and Sports**

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

- (ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- (iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state/ national/ inter-university/combined university, etc.

#### IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

(Continue Part-II)

## **PART- II : SELECTION COMMITTEE & SELECTION PROCEDURES**

### **2.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:**

#### **2.1 Selection Committee Composition**

##### **I. Assistant Professor in the University:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
  - (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iv) Dean of the Faculty concerned, wherever applicable.
  - (v) Head/Chairperson of the Department/School concerned.
  - (vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

##### **II. Associate Professor in the University**

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
  - (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Professor to be nominated by the Visitor/ Chancellor, wherever applicable.
  - (iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean of the faculty, wherever applicable.
  - (v) Head/Chairperson of the Department/School.
  - (vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) At least four members, including two outside subject experts, shall constitute the quorum

### **III. Professor in the University**

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
  - (i) Vice-Chancellor who shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iv) Dean of the faculty, wherever applicable.
  - (v) Head/Chairperson of the Department/School.
  - (vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

### **IV. Senior Professor**

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
  - (i) Vice Chancellor who shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
  - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
  - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

**V. Assistant Professor in Colleges, including Private and Constituent Colleges:**

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
  - (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
  - (ii) The Principal of the College.
  - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
  - (iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
  - (v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
  - (vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) Five members, including two outside subject experts, shall constitute the quorum.

**VI. Associate Professor in Colleges, including Private and Constituent Colleges**

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:
  - (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
  - (ii) The Principal of the College.
  - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

- (iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- (v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (vi) An academicians belonging to the SC/ST/OBC/ Minority/Women/ Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

## **VII. Professor in Colleges, including Private and Constituent Colleges**

- (a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:
  - (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
  - (ii) The Principal of the College.
  - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
  - (iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority
  - (v) educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
  - (vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the



panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

- (vii) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

### **VIII. College Principal and Professor**

#### **A. Selection Committee**

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
  - (i) Chairperson of the Governing Body to be the Chairperson.
  - (ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - (iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  - (iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
  - (v) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
  - (vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.

- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

**B. Committee for Assessment of College Principal and Professor for Second Term**

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- (i) Nominee of the Vice-Chancellor of the affiliating University.
- (ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

**IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians** shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

**X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:**

**A. For University teachers:**

- (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The Head of the Department /Chairperson of the School; and
- (iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

**B. For College teachers:**

- (i) The Principal of the college;
- (ii) Head /Teacher-Incharge of the department concerned from the college;
- (iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

**C. For University Assistant Librarian:**

- (i) The Vice-Chancellor shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The Librarian, University Library; and
- (iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

**D. For College Assistant Librarian:**

- (i) The Principal shall be the Chairperson of the Committee;
- (ii) The Librarian, University Library; and
- (iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

**E. For University Assistant Director, Physical Education and Sports:**

- (i) The Vice-Chancellor shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The University Director, Physical Education and Sports; and
- (iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

**F. For College Director, Physical Education and Sports:**

- (i) The Principal shall be the Chairperson of the Committee;
- (ii) The University Director, Physical Education and Sports; and
- (iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

**Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.**

**2.2** The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and

(c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

2.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

2.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-In-charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

## **2.5 SELECTION PROCEDURE:**

- I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

- II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/ Government- aided/ Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.
- III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/ OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
  - VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
  - VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- A.** The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- (i) Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
  - (ii) Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
  - (iii) Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

## **B. Assessment Process**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

**Step 3:** A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

### **2.6 Assessment Criteria and Methodology:**

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.

2.7 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

2.8 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. This option can be exercised only within three years from the date of notification of these Regulations.

- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which

these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

- II.** The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
  - (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - (ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - (iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
  - a. The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR
  - b. The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance

Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API)based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- (i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including 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, 2016, for faculty and other equivalent cadre positions.
- (ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

**Note:** There shall be no minimum API score requirement for Category II and Category III individually.

**TABLE-A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

S. No.		Assistant Prof. (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs. 8000/) to Associate Professor(Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs. 9000/- to Professor (Stage5/AGP Rs.10000/-)
1	Researchand Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee



**Table-B**  
**(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

Sl. No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Prof. (Stage 4/ AGP Rs. 9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Table-C**  
**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

**Table-D**  
**(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

S. No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

**Table-E**  
**(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)**

S. No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage2/AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/ Deputy Director (Stage 3/ GP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

**Table-F**  
**(Minimum API requirement for the promotion of College Director, Physical Education and Sports)**

S.No.		Assistant Director (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director(Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/ Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade) / Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

**VIII.** The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

**2.9 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS**

**A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

**B. Career Advancement Scheme (CAS) for Colleges teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:**

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses,

such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- (i) Attended one Orientation course of 21 days' duration on teaching methodology; and
- (ii) Any one of the following: Completed one Refresher / Research Methodology Course  
OR  
Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,  
OR  
Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

**II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

**Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- (ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

- 1) An Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

**C. Career Advancement Scheme (CAS) for University teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:**

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS Promotion Criteria :**

**A teacher shall be promoted if;**

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

**II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- (i). Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii). A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii). Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv). Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

### **V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

#### **Eligibility:**

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

### **D. Career Advancement Scheme (CAS) for Librarians**

#### **Note:**

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- (ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

### **I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**

#### **Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian/College Librarian may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

**Eligibility:**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
  - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
  - (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
  - (i) Training/Seminar/Workshop/Course on automation and digitalization,
  - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.



**IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:  
(i) Training/Seminar/Workshop/Course on automation and digitalization,  
(ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

**CAS Promotion Criteria:**

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports**

**Note:**

- (i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- (ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

**I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

**Eligibility:**

- (i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- (ii) He/she has attended one Orientation course of 21 days' duration; and

- (iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;
- (ii). The promotion is recommended by a screening-cum-evaluation committee .

**III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

**IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS Promotion Criteria:**

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

**2.10** Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

(Continue Table-3)

## **PART- III : GENERAL CONDITIONS OF SERVICE**

### **3.0 Pay Scales, Fixation, Allowances, Superannuation age etc.**

#### **3.1 Pay Scales, Fixation and Allowances**

3.1.1 The UGC Revised Pay Scales, 2016 may be implemented w.e.f. 1.1.2016.

3.1.2 The pay may be fixed in the pay matrix as on 1.1.2016. The existing pay (pay in band plus academic grade pay) in pre-revised structure as on 31.12.2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the academic level corresponding to employees pay band and academic grade pay in the new pay matrix. If a cell identical to the figure so arrived is available in a appropriate academic level, that cell shall be the revised pay; otherwise the next higher cell in that academic level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that academic level, then the pay shall be fixed at the first cell of that academic level.

3.1.3 The minimum pay and maximum pay matrix of the post concerned ie Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor, may be fixed as pay scale of that post duly indicating the academic level of the category of that post.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr. Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel. Grade	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs.1,44,200-2,18,200
Senior Professor	15	Rs.1,82,200-2,24,100

3.1.4 The option date of the increment as on 1<sup>st</sup> Jan. or 1<sup>st</sup> July, as clarified vide Ministry of Finance clarification vide No. 4-21/2017-IC/E.III (A) dt. 31.7.2018 may be followed.

3.1.5 The per centage of HRA as clarified vide No. 2/5/2017-EII(B) dt. 7.7..2017 of the Ministry of Finance, Govt. of India may be followed.

#### **3.2 LEAVE RULES:**

The committee has recommended that the existing leave rules may be followed by the universities and colleges for its teachers from time to time.

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers as indicated below:-

##### **1. Leave admissible to permanent teachers:**

"The following kinds of leave would be admissible to permanent teachers;

- (i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty leave
- (ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave.
- (iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due;
- (iv) Leave not debited to leave account

(a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave/Academic leave.

(b) Leave on grounds of health, viz; Maternity Leave.

### **QUARANTINE LEAVE**

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose,

### **CASUAL LEAVE**

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### **SPECIALCASUAL LEAVE**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/ Board of Examination or any other similar body/institution; and
  - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

### **DUTY LEAVE**

(i) Duty leave may be granted for:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;

- (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
  - iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
  - iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO

### **EARNED LEAVE**

(i) Earned leave admissible to a teacher shall be:

- (a) 1/30th of the actual service, including vacation; *plus*
- (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

NOTE:-

- (i) For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note-1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note-2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

Note-3

Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government.

### **HALF-PAY LEAVE**

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

**Note:**

**1.** A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

**2.** Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

**COMMUTED LEAVE**

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

*Provided* that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

**EXTRAORDINARY LEAVE**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

## LEAVE NOT DUE

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

*Provided* that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

## STUDY LEAVE

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.
- (ii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (iii) The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/ College/ Institution.
- (iv) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (v) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (vi) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.



- (vii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- (viii) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (ix) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- (x) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- (xi) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- (xii)  
A teacher –
  - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
  - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

- (xiii) Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.
- (xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- (xv) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/ College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xvi) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- (xvii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

### **Sabbatical Leave:**

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

### **MATERNITY LEAVE**

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### **Paternity Leave:**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

### **Adoption Leave:**

Adoption leave may be provided as per the rules of the Central Government

**Duty Leave:** Duty leave should be given also for attending meetings in the UOC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.

## **3.3 Research Promotion Grant**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

## **3.4 Consultancy Assignments**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant- teachers shall be as per the UGC Consultancy Rules to be provided separately.

## **3.5 Counting of Past Services for Direct Recruitment and Promotion under CAS**

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 organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as

Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) 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
  - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

Note: The State Government will examine and issue separate orders on counting of past service in the Universities and Colleges for recruitment and CAS for implementation of the above Regulation.

### **3.6 Period of Probation and Confirmation**

The period of probation and confirmation may be as per the State Government rules in force.

### **3.7 Creation and Filling-up of Teaching Posts**

Teaching posts in universities, as far as feasible, may be created, with the concurrence of the Government and on sufficient work load justification, in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

Engaging teaching personnel for temporary teaching arrangement, in order to meet contingent teaching requirement can be resorted to for a limited and specified time period during an academic year by the Executive Council of the University on sufficient workload justification.

3.8 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student- teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly- appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

3.9 Teaching Days

3.9.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
Categorisation	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days)weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

3.9.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

3.9.3 Workload

3.9.3.1The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for

Community Development/Extra- Curricular Activities/library consultation/ research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

**3.9.3.2** Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

### **3.10 Service Agreement and Fixing of Seniority**

**3.10.1** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

**3.10.2** The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

**3.10.3** Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

### **3.11 Other Terms and Conditions**

#### **3.11.1 Incentives for Ph.D./M.Phil. and other Higher Qualification**

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) (a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

(b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- (v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- (vii) Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- (ix) (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.  
  
(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- (x) In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.

- (xi) Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xii) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- (xiii) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- (xiv) Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- (xv) Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
- (xvi) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

### **3.12 Promotion**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

### **3.13 Allowances and Benefits**

- 3.13.1 In respect of all allowances, except DA & HRA, state rules may be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the



State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

- 3.13.2 Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.
- 3.13.3 Superannuation age - The existing age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.
- 3.14.4 Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the State Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Health Scheme of respective State Government, as the case may be, for State Universities/Colleges respectively.

**(Continue Part- IV)**

## **PART- IV : OTHER MEASURES**

### **4.0 SELECTION OF PRO-VICE CHANCELLOR/ VICE-CHANCELLOR OF UNIVERSITIES:**

#### **4.1 PRO-VICE-CHANCELLOR:**

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice- Chancellor.

**4.2** It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

#### **4.3 VICE CHANCELLOR:**

- (i) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- (ii) The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons' of eminence in the sphere of higher education and shall not be connected of the University concerned or its colleges. One member of the Search cum- Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- (iii) The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- (iv) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

#### **4.4 Code of Professional Ethics**

##### **I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

##### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. Teachers and Colleagues**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities :**

#### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. Teachers and Non-Teaching Staff :**

### **Teachers should :**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

## **VI. Teachers and Guardians**

### **Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. Teachers and Society**

### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **The Vice-Chancellor/Pro-Vice-Chancellor/Rector**

### **The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**College Principal should;**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**Director Physical Education and Sports (University/College)/Librarian (University/College) should;**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**4.5 Maintenance of Standards in Higher-Education Institutions:**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/ Colleges/ Institutions:

- (i) The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- (ii) There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- (iii) In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- (iv) All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- (v) The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- (vi) Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- (vii) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- (viii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- (ix) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

(Continue Part-V)

**PART -V : SCHEDULE**

**APPENDICES**

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(I)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
University Section

ShastriBhavan, New Delhi  
Dated : 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in university and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC)

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) on 1-7/2015-U.II(I) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mention in

Cell Academic level 12, row 8 may be read as "84,700" instead of "84,100"  
Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"  
Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same



**Annexure-I :Pay Matrix**

Pay band Rs.	15,600-39,100			37,400-67,000		67,000 - 79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised \Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

**Appendix II**

**Table 1**  
**Assessment Criteria and Methodology for University/College Teachers**

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	<p>Involvement in the University/College students related activities/research activities)</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organising seminars/ conferences/ workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	<p>Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
<p><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.  Or  Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, 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.</p>		

**Table 2**

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.No	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10

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4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Table: 3 A**  
**Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities**

S. No.	Academic Record	Score			
1	Gradation	80% & Above = 15	60% to less than 80% =13	55% to less than 60%=10	45% to less than 55%=05
2	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer) /PWD) to less than 60%=20	
3		60% & above = 07	55% to less than 60% = 05		
4	Ph.D	30			
5	NET with JRE	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research published in Peer-Reviewed or UGC-listed Journals)	10			
7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International/ National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

**Note:**

- (A) (i) M.Phil + Ph.D                      Maximum - 30 Marks  
(ii) JRF/NET/SET                      Maximum - 07 Marks  
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)
- |                         |          |            |
|-------------------------|----------|------------|
| Academic Score          | -        | 80         |
| Research Publications - | -        | 10         |
| Teaching Experience     | -        | 10         |
| <b>Total</b>            | <b>-</b> | <b>100</b> |
- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges / Institutions only

**Table:3B**

**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges.**

SI.N .	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than *0% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above= 07	55% to less than 60% =05)		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications ( 2 marks for each research publications published in Peer- Reviewed or UGC- listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

# However, if period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

**Note:**

(A)

(i) M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii) JRF/NET/SET	Maximum	-	10 Marks
(iii) In awards category	Maximum	-	03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	10

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TOTAL	-	100
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(D) SLET/SET score be valid for appointment in respective State Universities / Colleges / institutions only.

**Table -4**

Assessment Criteria and Methodology for Librarians

S. No	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>Assistance towards updating institutional website</li> </ul>	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2	Conduct of seminars/ workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date]</p> <p>Satisfactory-90% catalogue database made up to date</p> <p>Unsatisfactory – Catalogue database not up to mark.</p> <p>(To be verifies in random by the CAS Promotion Committee)</p>
4	Checking inventory and extent missing books	<p>Good : Checked inventory and mission book less than 0.5%</p> <p>Satisfactory – Checked inventory and missing books less than 1%</p> <p>Unsatisfactory – Did not check inventory</p> <p>OR</p> <p>Checked inventory and mission books 1% or more.</p>
5	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi)Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>

Ov er al G ra din g	<p>Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.</p> <p>Not satisfactory: It neither good nor satisfactory in overall grading.</p>
<p>Note:</p> <ol style="list-style-type: none"> <li>1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</li> <li>3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>	

Table 5

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>S. No</b>	<b>Activity</b>	<b>Granting Criteria</b>
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80- Not satisfactory.
2.	Organizing intra college competition	Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory.
3.	Institution participating in external competitions	Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal.</p> <p>Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>



-70-	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.
Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.	

**Dr. B. JANARDHAN REDDY**  
**SECRETARY TO GOVERNMENT**

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE  
EDUCATION: TELANGANA STATE: HYDERABAD  
Present: Sri. Navin Mittal, I.A.S.,**

**Sub:- Collegiate Education – Telangana State Collegiate  
Education Service - Special Rules for Telangana State  
Collegiate Education Service — Notification – Copy  
Communicated – Regarding.**

**Read:- G.O.Ms.No. 06, Higher Education (CE.I) Department,  
dated: 06.02.2023.**

Copy of G.O.Ms.No.06, Higher Education (CE.I) Department,  
dated: 06.02.2023 for Telangana State Collegiate Education Service  
– Special Rules for Telangana State Collegiate Education Service —  
Notification is communicated to all the Principals of  
Government Degree Colleges, Officers and all the sections of  
the O/o the Commissioner of Collegiate Education, T.S., Hyderabad  
with request to take further action in the matter.

The receipt of these proceedings should be acknowledged  
immediately.

(Orders of the CCE have been obtained in the note file)

**Signed by Yadagiri G**

**Date: 15-02-2023 19:00:07**

**Reason: Approved**

**For Commissioner of Collegiate  
Education**

To

All the Principals of Government Degree Colleges in the State.

Copy to all Officers of O/o CCE., TS., Hyderabad

Copy to all the Sections of O/o CCE., TS., Hyderabad

Copy to the IT&C Officer of this office to place on website of the  
office

**GOVERNMENT OF TELANGANA  
ABSTRACT**

**RULES** - Telangana State Collegiate Education Service - Special Rules for Telangana State Collegiate Education Service - Notification - Orders -Issued.

**HIGHER EDUCATION (CE.I) DEPARTMENT**

**G.O.Ms.No.06**

**Dated:06.02.2023  
Read the following:-**

1. G.O.Ms. No. 47, Higher Education (CE-I.1) Department, Dated 14-05-2007
2. G.O.Ms. No. 123, Higher Education (CE-I) Department, Dated 21-07-2008
3. G.O.Ms. No. 30, Higher Education (CE/A1) Department, Dated 20.12.2014.
4. G.O.Ms. No. 36, Higher Education (CE) Department, Dated 06.08.2016.
5. G.O.Ms. No. 15, Higher Education (UE) Department, Dated 29-06-2019.
6. G.O.Ms. No. 16, Higher Education (CE.A1) Department, Dated 08-06-2021.
7. From the Commissioner of Collegiate Education, Telangana, Hyderabad, Lr. dt. 14.09.2022.

\* \* \*

**ORDER:**

The following Notification shall be published in the Telangana State Gazette, Dated.06.02.2023.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the Telangana State Collegiate Education Service Rules, 2007 issued in G.O.Ms.No.47, Higher Education (CE.I-1) Department, dated 14-05-2007 as amended from time to time, the Governor of Telangana hereby makes the following Special Rules for the Telangana State Collegiate Education Service (TSCES):-

**RULES**

**1. Short title and commencement:**

1. These Rules may be called the Telangana State Collegiate Education Service Rules, 2023.
2. They shall come into force with immediate effect.

**2. Constitution:**

The service shall consist of the following Classes and Categories of posts:-

<b>CLASS -A</b>	
Category-1	Joint Director-I and Ex-Officio Regional Joint Director
Category-2	Joint Director-II and Ex-Officio Regional Joint Director
<b>CLASS-B</b>	
Category 1	Principal and Professor, Government Degree College
Category 2	a) Assistant Professor/ Associate Professor, Government Degree College. b) Lecturer, Government Degree College (Existing Teaching Staff drawing State Pay Scales)

**(P.T.O)**



<b>CLASS-C</b>	
Category 1	Librarian, Government Degree College
<b>CLASS-D</b>	
Category-1	Physical Director, Government Degree College
<b>CLASS-E</b>	
Category -1	Deputy Director
Category-2	a) Administrative Officer, Government Degree College b) Assistant Director

**Note:** The Joint Director-I and Ex-officio Regional Joint Director (Category-1 of Class-A) promoted from the category of Principal will be inter-changeable with that of Joint Director-II and Ex-officio Regional Joint Director (Category-2 of Class-A), but a Joint Director-I and Ex-officio Regional Joint Director (Category-2 of Class-A) promoted from the category of Deputy Director (Category-1 of class-E) will not be so inter-changeable.

### 3. Method of Appointment and Appointing Authority:

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as follows:

<b>Class &amp; Category (1)</b>	<b>Method of appointment (2)</b>	<b>Appointing Authority (3)</b>
<b>CLASS-A</b>		
Category-1		
Joint Director -I Ex-officio Regional Joint Director	By promotion from Category- 1 of Class-B and Category-1 of Class-E	Government
Category-2		
Joint Director-II Ex-officio Regional Joint Director	By promotion from Category- 1 of Class-B	Government
<b>Class-B</b>		
Category-1		
Principal and Professor Government Degree College	By promotion from category 2 of Class B	Commissioner of Collegiate Education.
Category-2		
a) Assistant Professor/ Associate Professor, Government Degree College b) Lecturer, Government Degree College (Existing Teaching Staff drawing State Pay Scales),	i) Direct Recruitment ii) By Recruitment by transfer from Junior Lecturers in the related subject in the Department of Intermediate Education.	Commissioner of Collegiate Education.
<b>Class - C</b>		
Category-1		
Librarian, Government Degree College	i) By Direct Recruitment ii) By Recruitment by transfer from Graduate Librarians working in the Department of Intermediate Education	Commissioner of Collegiate Education.



(1)	(2)	(3)
<b>Class - D</b>		
Category-1		
Physical Director, Government Degree Colleges	i) By Direct Recruitment ii) By Recruitment by transfer from Physical Directors working in the Department of Intermediate Education	Commissioner of Collegiate Education
<b>Class - E</b>		
Category-1		
Deputy Director	By Recruitment by transfer on promotion from category-2 of Class-E of Assistant Directors working in the office of the Commissioner of Collegiate Education and Administrative Officers working in the Government Degree Colleges.	Commissioner of Collegiate Education.
Category-2		
a) Administrative Officer, Government Degree College b) Assistant Director.	By Recruitment by transfer from Superintendents working in the Office of the Commissioner of Collegiate Education and Superintendents working in the Offices of the Government Degree Colleges.	Commissioner of Collegiate Education.

**NOTE:**

- Promotion to the Post of Joint Director-I and Ex-officio Regional Joint Director (Category-1 of Class-A) in the Office of the Commissioner of Collegiate Education, Telangana, Hyderabad shall be made from the cadres of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner of Collegiate Education, Telangana, Hyderabad, duly integrating seniority of the two categories (Category-1 of Class-B and Category-1 of Class-E) in respective panel years.
- Promotion to the post of Joint Director-II and Ex-officio Regional Joint Director (Category-2 of Class-A) in the Office of the Commissioner of Collegiate Education, Telangana, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges.
- The post of Deputy Director in the office of the Commissioner of Collegiate Education shall be filled up by promotion/transfer of (a) Assistant Directors, Office of the Commissioner of Collegiate Education, and (b) Administrative Officers, Government Degree Colleges through integrated seniority.
- The post of Administrative Officer, Government Degree Colleges/Assistant Director shall be filled up by recruitment by transfer of Superintendents office of the Commissioner of Collegiate Education and Superintendents working in the Offices of the Government Degree Colleges, in the ratio of 1:2. In a unit of 3 vacancies, the 2<sup>nd</sup> shall be filled by the Superintendents working in the office of the Commissioner of Collegiate Education and the 1<sup>st</sup> and 3<sup>rd</sup> vacancies shall be filled up by the Superintendents working in the Government Degree Colleges. The post of Assistant Director in the office of the Commissioner of Collegiate Education shall be filled on Tenure basis from Administrative Officers, Government Degree Colleges.
- The posts of Assistant Professor in Category 2 of Class B, in a particular subject or language in a Multi Zone, shall be regarded as constituting one unit and out of every 2 vacancies the 2<sup>nd</sup> vacancy shall be filled up by recruitment by transfer from among Junior Lecturers possessing the requisite qualification and 1<sup>st</sup> vacancy shall be filled by Direct Recruitment. If any post is unfilled due to non-availability and unwillingness of qualified Junior Lecturer, such post shall be filled by Direct Recruitment.



6. The posts of Assistant Professor in the subjects under restructured courses like Computer Sciences, Computer Applications, Data Science, Business Analytics, Taxation, Foreign Trade, Biotechnology, Microbiology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairy Science, Crop Production, Fisheries, Forestry, Sericulture etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
7. In making appointments to the posts of Librarians, shall be regarded as constituting one unit and out of every 2 vacancies the 2<sup>nd</sup> vacancy shall be filled by recruitment by transfer from the Graduate Librarian possessing the requisite qualification working in Government Junior Colleges in Intermediate Education Department and 1<sup>st</sup> vacancy shall be filled by Direct Recruitment. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.
8. In making appointments to the posts of Physical Director, shall be regarded as constituting one unit and out of every 2 vacancies, the 2<sup>nd</sup> vacancy shall be filled by recruitment by transfer from the Physical Director possessing the requisite qualification working in Government Junior Colleges in Intermediate Education Department and 1<sup>st</sup> vacancy shall be filled by Direct Recruitment. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.
9. Junior Lecturers (Vocational) working in the Department of Intermediate Education in the subject of Accounting and Taxation shall also be considered for recruitment by transfer as Assistant Professor of Commerce on the basis of combined seniority, subject to fulfillment of qualifications prescribed in these rules.

#### **4. CONDITIONS OF APPOINTMENT:**

Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.

#### **5. RESERVATION OF APPOINTMENTS:**

- (1) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.
- (2) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

#### **6. AGE:**

No person shall be eligible for appointment by direct recruitment to any post in the service if he/she has completed 34 years of age on the 1<sup>st</sup> day of July of the year in which notification for the selection is made. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Telangana State and Subordinate Service Rules.

#### **7. MINIMUM SERVICE FOR PROMOTION:**

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he/she has put in 03 years of service in the Category from which promotion or appointment by transfer is made.

#### **8. QUALIFICATIONS:**

No person shall be eligible for appointment to the Category of post in the Class specified in Column 1 of the Annexure to these rules by the method specified in Column 2 unless he/she possesses the qualifications specified in the corresponding entry in Column 3 thereof.



### **9. PROBATION:**

- (1) Every person appointed by direct recruitment to any of the posts shall, from the date on which he/she commences probation, be on probation for a total period of two years on duty within a continuous period of three years.
- (2) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he/she commences probation, be on probation for a total period of one year on duty within a continuous period of two years.
- (3) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of the Telangana State & Subordinate Service Rules, 1996.

### **10. TESTS:**

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

**TABLE**

<b>Member of service (1)</b>	<b>Tests (2)</b>	<b>Purpose (3)</b>
1. a) Assistant Professor/Associate Professor in Government Degree College b) Lecturer, Government Degree College (Existing Teaching Staff drawing State Pay Scales)	Accounts Test for Executive Officers	For promotion as Principal and Professor of Government Degree College.
2. Assistant Professor in Government Degree College appointed by Direct Recruitment or Recruitment by transfer from the category of Junior Lecturer in Government Junior College.	Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
3. a) Administrative Officer, Government Degree College b) Assistant Director	Accounts Test for Subordinate Officers Part I and II	For promotion as Deputy Director
4. a) Superintendent, Government Degree Colleges b) Superintendent	Accounts Test for Subordinate Officers Part I and II	For appointment by transfer as Administrative Officer, Government Degree Colleges/Assistant Director.

### **EXPLANATIONS:**

1. In the case of persons appointed by direct recruitment, they shall pass the test prescribed within the period of probation, and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.
2. A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)



### **11. UNIT OF APPOINTMENTS:**

For purposes of recruitment, appointment, seniority, promotion, discharge, reappointment, transfer and posting for appointment as a full member, the unit of appointment for the posts indicated in columns (2) and (3) of the table below shall be as specified in column (4), thereof:

<b>TABLE</b>			
<b>S. No. (1)</b>	<b>Name of the Post (2)</b>	<b>Class and Category (3)</b>	<b>Unit of Appointment (4)</b>
1.	Joint Director -I and Ex-officio Regional Joint Director	Category-1 of Class-A	State
2.	Joint Director- II and Ex-officio Regional Joint Director	Category-2 of Class-A	State
3.	Principals and Professors of Government Degree College	Category-1 of Class-B	State
4.	Deputy Director	Category-1 of Class-E	State
5.	Assistant Director	Category-2 of Class-E	State
6.	Administrative Officer, Government Degree College	Category-2 of Class-E	Multi Zone
7.	a) Assistant Professors/ Associate Professors, Government Degree College b) Lecturer, Government Degree College (Existing Teaching Staff drawing State Pay Scales)	Category-2 of Class-B	Multi Zone
8.	Librarian, Government Degree College	Category-1 of Class-C	Multi Zone
9.	Physical Director, Government Degree College	Category-1 of Class-D	Multi Zone

### **12. TRAINING:**

Every person promoted from Category-2 of Class-B to Category-1 of Class-B shall undergo an administrative training that may be prescribed by the Government

<b>Annexure (Rule-8)</b>		
<b>Class and Category of post (1)</b>	<b>Method of Appointment (2)</b>	<b>Educational Qualifications (3)</b>
Class-A Category-1 Joint Director-I and Ex-officio Regional Joint Director	By Promotion	1) Three Years of service in the cadre of Principal of Government Degree College or Deputy Director 2) Must possess a Master's Degree with a minimum of 55% of marks or equivalent Grade. 3) Must possess Ph.D. Degree



(1)	(2)	(3)
Category-2 Joint Director – II and Ex-officio Regional Joint Director	By Promotion	<ol style="list-style-type: none"> <li>1) Three Years of service in the cadre of Principal of Government Degree College or Deputy Director</li> <li>2) Must possess a Master's Degree with a minimum of 55% of marks or equivalent Grade.</li> <li>3) Must possess a Ph.D. Degree</li> </ol>
Class B Category-1 Principal and Professor, Government Degree College	By Promotion	<ol style="list-style-type: none"> <li>1) Must possess a Master's Degree with a minimum of 55% of marks or equivalent Grade.</li> <li>2) Must possess Ph.D. Degree</li> <li>3) An experience of 15 years of teaching as a Assistant Professor or Associate Professor and Lecturer (existing) in Government Degree College.</li> <li>4) Other criteria as per UGC Regulations from time to time.</li> </ol>
<b>Class B</b> <b>Category-2</b> a) Assistant Professor, Government Degree College  b) Lecturer, Government Degree College (existing)	i) By Direct Recruitment	<ol style="list-style-type: none"> <li>1) Must possess a Master's Degree with a minimum of 55% of marks or equivalent Grade.</li> <li>2) Ph.D. Degree or National Eligibility Test (NET) or State Level Eligibility Test (SLET) or SET.</li> <li>3) Other criteria as per UGC Regulations from time to time.</li> </ol>
	ii) Recruitment by Transfer from Junior Lecturers in the relevant subject working in Government Junior College.	
<b>Class-C</b> <b>Category-1</b> Librarian, Government Degree College	i) Direct Recruitment	<ol style="list-style-type: none"> <li>1) Must possess a Master's Degree in Library Science with a minimum of 55% of marks or equivalent Grade.</li> <li>2) Ph.D. Degree or National Eligibility Test (NET) or State Level Eligibility Test (SLET) or SET.</li> <li>3) Other criteria as per UGC Regulations from time to time.</li> </ol>
	ii) Recruitment by Transfer	
<b>Class-D</b> <b>Category-1</b> Physical Director, Government Degree College	i) Direct Recruitment	<ol style="list-style-type: none"> <li>1) Must possess a Master's Degree in Physical Education with a minimum of 55% of marks or equivalent Grade.</li> <li>2) Ph.D. Degree or National Eligibility Test (NET) or State Level Eligibility Test (SLET) or SET.</li> <li>3) Other criteria as per UGC Regulations from time to time.</li> </ol>
	ii) Recruitment by Transfer	



(1)	(2)	(3)
<b>Class-E</b> Category -1 Deputy Director	By promotion	1) Must possess a Master's Degree with a minimum of 55% of marks or equivalent Grade. 2) Experience for a period of 3 years as Assistant Director in the Office of the Commissioner of Collegiate Education or as Administrative Officer in the Government Degree College.
<b>Category 2</b> a) Administrative Officer, Government Degree College b) Assistant Director	Recruitment by transfer	1) Must possess a Bachelor's Degree from any university in India established or incorporated by or under State Act, Central Act, Provincial Act or an Institution recognized by UGC or any other equivalent qualification. 2) Experience for a period of 3 years as Superintendent in the Office of the Commissioner of Collegiate Education or as Superintendents in the Government Degree Colleges.

**NOTE:**

- The minimum qualification for the post of Assistant Professor in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.
- A relaxation of 5% marks may be provided (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
- For equivalence of Grade in point scale CGPA to 55% in Master's Degree, the following will be followed.
  - On Seven Point scale the grade 'B' shall be regarded as equivalent of 55% wherever such grading system is followed:

GRADE (1)	GRADE POINT (2)	% EQUIVALENT (3)
O = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
D = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00 to 0.49	00-24

- On Ten Point Scale: The Cumulative Grade Point Average (CGPA) on a 10 Point Scale will be reduced by 0.50 and multiplied by 10 to get the equivalent percentage. Therefore, 6.00 CGPA  $((6.00-0.50) \times 10)$  will be equivalent to 55%.

4. The procedure for recruitment will be as per UGC Regulations/guidelines, subject to State Government rules. If there is any conflict between the two, the UGC Regulations/guidelines will prevail for recruitment to the posts under the purview of UGC.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**KARUNA VAKATI  
SECRETARY TO GOVERNMENT**

**To**

The Commissioner of Collegiate Education, TS, Hyderabad  
The Commissioner of Printing Press, Chanchalguda, Hyderabad for publication of the notification in the Telangana Gazette and send 500 copies to the Government.

The Commissioner of Intermediate Education, TS, Hyderabad.

The Director of School Education, TS, Hyderabad.

The Secretary, Telangana State Public Service Commission, Hyderabad

The Accountant and General, TS, Hyderabad.

The Directory of Treasuries and Accounts, Ts, Hyderabad.

The Pay and Accounts Officer, TS, Hyderabad.

The General Administration (Services.C) Department.

The Secretary Law Department,

P.S. to Secretary to Chief Minister

P.S to Minister (Education) Department.

P.S to Secretary to Education Department.

Sf/Sc.

**//FORWARDED::BY ORDER//**

  
**SECTION OFFICER**



**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE  
EDUCATION: TELANGANA: HYDERABAD**  
**Present: Sri. NAVIN MITTAL., I.A.S.,**

Sub:- Collegiate Education - Engaging the Contract Faculty in Government Degree Colleges in the State of Telangana for the Academic Year 2022-2023 - GO Copy communication - Renewal Guidelines - Orders - Issued.

Read: 1. G.O.Rt.No.142 HE (CE.I-1) Dept., dated: 01.10.2000.  
2. G.O.Rt.No.222 HE (IE) Dept., dated: 05.09.2018.  
3. G.O.Rt.No.1086 Fin. (HRM-VII) Dept., dated: 08.10.2020.  
4. G.O.Rt.No.1457 Fin. (HRM-VII) Dept., dated: 22.12.2021.  
5. G.O.Ms.No.27, H.E (CE) Dept., dated: 23.07.2022.  
6. G.O.Rt.No.1385 Fin (HRM.VII) Dept., dated: 01.09.2022.

Government issued orders in G.O. in reference 1<sup>st</sup> read above, making an arrangement for Contractual Services in the vacant posts of Lecturers in Government Degree Colleges in the State during the academic year 2000-2001. From the year 2000-01 onwards, Contract faculty is being engaged in the vacant posts of Lecturers in Government Degree Colleges with necessary orders from the Government.

Copy of G.O.Rt.No.1385 Fin. (HRM-VII) Dept., dated: 01.09.2022 is communicated to all the Principals of Government Degree Colleges in the State. Further, the Government have accorded permission vide G.O. in reference 6<sup>th</sup> reference read above to the Commissioner of Collegiate Education, Telangana State, Hyderabad for engaging (804) Services on contract basis in various Government Degree Colleges in the State under the administrative control of the Commissioner of Collegiate Education, Telangana, Hyderabad for a further period of one (01) year i.e. from 01.06.2022 to 31.05.2023 or till the actual need ceases or till the regular posts are filled-up, whichever is earlier, subject to the following norms prescribed for Contract / Outsourcing of services issued vide G.O.Rt.No.4271 Finance (SMPC) Department dated: 01.11.2008 and fixing up the remuneration in terms of the orders issued vide G.O.Ms.No.149 Higher Education (CE) Department, dated: 01.06.2017 with a condition to pay the same through IFIMIS-DBT for Contract and honorarium services.

Further, as per G.O.Ms.No.27 H.E (CE) Dept., dated: 23.07.2022, the Government have regularised the services of (8) Teaching staff, who have been continuously working from the date of taking over of the SCNM Government Degree College, Naryanpet, Narayanpet District till issue of the said G.O and absorbed into the Collegiate Education Services as

special case. Out of which 1 Contract Lecturer expired on 18.08.2021. Therefore the services of (7) Contract Lecturers of SCNM Government Degree College, Naryanpet, Narayanpet District will be only upto the date of issue G.O for regularisation of their services.

The conditions stipulated in G.O.Rt.No.14, Higher Education (CE) Dept, dated: 03.07.2014 and G.O.Rt.No.212 Higher Education (CE) Department dated: 23.07.2016 i.e. (renewal of Contract Faculty for the year 2014-15 and 2016-17) are as follows:-

- (a) Undertake a critical analysis of the need for personnel services obtained through Outsourcing and Contracting system and come up with proposals for rationalising the existing system.
- (b) Establish performance bench-marks for each individual working on outsourcing and contracting basis and monitor their performance closely and take appropriate action to extinguish their service relationship whenever performance falls short of established bench-marks.
- (c) As and when a post is filled on regular basis, if any individual hired through Outsourcing or Contract is currently occupying such a post, his /her services must be dispensed with.
- (d) Instructions of the Government with reference to Outsourcing / Contracting are followed scrupulously.

Further, that Contract Faculty, who do not achieve minimum 40% pass in the examination, have to undertake additional hours of training and take additional remedial classes for the students and if their performance is consistently poor in the ensuing assignments and examinations also, the Commissioner of Collegiate Education reserves the right to terminate their services.

The CCE, Telangana State Hyderabad shall take necessary further action in the matter accordingly."

As per the circumstances elucidated above, the Principal / Presidents of the College Planning and Development Councils of the Government Degree Colleges in the State (already existing and newly started) are requested to renew those contract faculty who worked in



their respective colleges as on 31.05.2022 during the last Academic year 2021-22, for this Academic Year 2022-2023 for the period from 01.06.2022 to 31.05.2023 through the Selection Committee at the District Level for Renewal of Contract Appointments with the following Members and Guidelines:

- 1) Additional Collector - Chairman
- 2) Principal of Identified Government Degree College - Convenor
- 3) Principal of Government Degree College concerned - Member

GUIDELINES FOR RENEWAL OF (804) CONTRACT FACULTY IN GOVERNMENT DEGREE COLLEGES IN TELANGANA STATE FOR THE YEAR 2021-22:-

- A) All provisions of Presidential order and Rule of Reservation have to be followed while making contract renewal. Latest guidelines of Government on "Non local" (unreserved) category have to be followed.
- B) The Principals are requested to renew the Contract Faculty, who have worked up to 31.05.2022 for the year 2021-2022 and applied for clear vacancy in the institution for this Present academic year 2022-2023 without interview, by entering into a fresh agreement for the Academic year 2022-2023 for the period from 01.06.2022-31.05.2023 or till the actual need basis or till actual need is ceases, whichever is earlier, or until the post is filled on regular basis whichever is earlier subject to the following conditions:-
  1. Renewal of an existing Contract Faculty shall be strictly based on actual requirement with reference to Admissions i.e. Renewal shall not be made wherever there is un-economical strength in the subject causing inadequate work-load.
  2. Renewal of an existing Contract Faculty who has recorded less than 40% pass percentage in the University Examinations in all papers taught in aggregate in subject concerned for the academic year 2020-2021, shall be subject to conditions in the G.O., read above.
  3. Application of the Contract Faculty may be obtained from those who have worked up to 31.05.2022 of the last Academic Year 2021-2022 and willing to work as Contract

Faculty for the Academic Year 2022-2023 for the period from 01.06.2022 to 31.05.2023 the date of joining of the Contract Faculty whichever is later subject to condition that those Contract Faculty who are working in anticipation to these orders are to be approved by the Selection Committee at District Level.

4. On receipt of Applications from those who are willing to work as Contract Faculty for the year 2022-2023, the vacancies where there are sanctioned posts of Government Degree Colleges within the District with Contract Faculty should be filled in order to safeguard the interest of students such that the Colleges with greatest need for staff will have to provided Contract teaching staff on priority.
  5. The exercise must result in assigning contract faculty strictly as per the need of the colleges.
  6. If the performance of Contract Faculty is not satisfactory or not up to the mark, the Principal of the college may bring such cases to the notice of the above committee in advance with relevant material which may decide on merits of such cases in the first instance.
- C) In case of the services of any Contract Faculty cannot be renewed for want of vacancies in the District, their cases may be considered within the Zone subject to "Last in First go" policy in the Zone. However as per the Government Memo.No.2955/CE.I-1/2011-1, Higher Education (CE.I) Department dated: 07.07.2011 Contract Faculty from one zone to another zone cannot be considered for renewal.
- D) Preference should be given to accommodate the women candidates in women colleges.
- E) As and when the post is filled on Regular basis, if any Contract Faculty is currently occupying such a post, his / her services must be dispensed with based on the criteria "Last in First go" policy in the Zone.
- F) The Contract Faculty who was reallocated to the needy colleges during the year 2022, their services should be renewed in the present college in which they are working.



- g) The entire process should be monitored by the committee of RJD, ID College Principal and JC/AJAC in each District. Further, Renewal of Contract faculty process **may be completed by 31.10.2022** and the Regional Joint Director/Joint Director of Collegiate Education to submit compliance and update on website besides sending a report in hard copy to the Commissioner of Collegiate Education, Telangana State, Hyderabad

The receipt of these proceedings shall be acknowledged.

(Orders of the CCE have been obtained in the note file)

**Signed by Yadagiri G**

**Date: 13-09-2022 19:00:15**

**Reason: Approved**  
For Commissioner of Collegiate Education

To

All the Principals of Government Degree Colleges in the State of Telangana.

Copy to the Regional Joint Director / Joint Director of Collegiate Education.

Copy forwarded to all the District Collectors in the State of Telangana

Copy forwarded to all the Additional Collectors in the State.

Copy to the Academic Cell of this office for information.

Copy to the Services-II & III Sections of this office for information.

Copy to the AD (MZ-I) of this office for information.



PROCEEDINGS OF THE PRINCIPAL, MVS GOVT. DEGREE COLLEGE(AUTONOMOUS),  
MAHABUBNAGAR, MAHABUBNAGAR DISTRICT.

PRESENT: Dr. K. PADMAVATHI, M.Sc., Ph.D.,

Rc.No.144/E/CF Renewal/2022-23,

Date: 22-10-2022

Sub:- Collegiate Education - Engaging Contract Faculty in Government  
for the Academic Year -2022-23- Renewal/approval of the contract  
faculty who are working Govt.Degree College of Mahabubnagar district  
as on 31-5-2022 in anticipation of continuation orders for the Academic  
year 2022-23- orders issued.

Read: 1. Procds. In File No. CCE-SER1/BDGT/1/2022-SER1,Dt. 13-09-2022 of  
the Commissioner of Collegiate Education, Hyderabad.  
2. Minutes of the District Level Selection Committee meeting dated  
21-10-2022.

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In the light of the instructions in the proceedings and approved list by the  
District Level Selection Committee meeting cited under read above, the contract  
lecturers who have worked upto 31-05-2022 and working in the Govt.Degree  
Colleges of Mahabubnagar district with effect from 01-06-2022 in anticipation of  
renewal orders and applied for renewal for the academic year 2022-23 are hereby  
renewed for the period 01-06-2022 to 31-05-2023.

S.No	Name of the college	Subject	Name of the lecturer	Remarks
1	MVS GDC(A), Mahabubnagar	English	Sri.Khader vali	
2	MVS GDC(A), Mahabubnagar	English	Sri.V.Raman Goud	
3	MVS GDC(A), Mahabubnagar	Telugu	Sri.G.Goverdhan	
4	MVS GDC(A), Mahabubnagar	Commerce	Sri.R.Nagaraja chary	
5	MVS GDC(A), Mahabubnagar	Commerce	Sri.Mohd.Arif	
6	MVS GDC(A), Mahabubnagar	Commerce (U/M)	Smt.Ruksana Begum	
7	MVS GDC(A), Mahabubnagar	Physics	Smt.K.Sunitha	
8	MVS GDC(A), Mahabubnagar	Physics	Sri.R.Balaji Srinivas Goud	
9	MVS GDC(A), Mahabubnagar	Physics	Smt.R.Rajani	
10	MVS GDC(A), Mahabubnagar	Chemistry	Sri.G.Laxmi Narayana	

11	MVS GDC(A), Mahabubnagar	Botany	Sri.J.Bala Raju	
12	MVS GDC(A), Mahabubnagar	Botany	Smt.P.Umadevi	
13	MVS GDC(A), Mahabubnagar	Zoology	Sri S.Anjaneyulu	
14	MVS GDC(A), Mahabubnagar	Zoology	Smt. Jaweria Siddiqua	
15	MVS GDC(A), Mahabubnagar	Computer Applications	Sri.P.Rajasheker Reddy	
16	MVS GDC(A), Mahabubnagar	Computer science	Sri.B.Mallesha	
17	MVS GDC(A), Mahabubnagar	Economics U/M	Smt.Afreen Sultana	
18	MVS GDC(A), Mahabubnagar	Pub.Administ- ration	Smt.Veena	
19	MVS GDC(A), Mahabubnagar	History U/M	Smt.Arifa Jabeen	
20	MVS GDC(A), Mahabubnagar	Pol.Science	Smt. J. Jyothi	
21	MVS GDC(A), Mahabubnagar	Pol.Science (UM)	Sri.MD.Toufeeq	
22	NTR GDC(W), Mahabubnagar	English	Sri S.Rajavardhan Reddy	
23	NTR GDC(W), Mahabubnagar	English	Mrs.L Abhinaya	
24	NTR GDC(W), Mahabubnagar	English	Mrs.M.Jagadeeshw ari	
25	NTR GDC(W), Mahabubnagar	Telugu	Mrs.M.Suneetha	
26	NTR GDC(W), Mahabubnagar	Economics	Sri P.Sudhakar Reddy	
27	NTR GDC(W), Mahabubnagar	Economics	Mrs. P Vijayalaxmi	
28	NTR GDC(W), Mahabubnagar	Commerce	Mrs.Vasanthi	
29	NTR GDC(W), Mahabubnagar	Physics	Sri K.Rajenderji	
30	NTR GDC(W), Mahabubnagar	Physics	Sri A Keshavardhan Goud	
31	NTR GDC(W), Mahabubnagar	Physics	Mrs. K Manjula	
32	NTR GDC(W), Mahabubnagar	Chemistry	Sri M Praveen kumar	
33	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. B.Rajeshwari	
34	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. N.Himaja	



34	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. P. Bheemesh- waramma	
35	NTR GDC(W), Mahabubnagar	Chemistry	Sri K. Markendaya	
36	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. P. Manekka	
37	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. V. Vani	
38	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. Kalamma	Renewed for the period from 01-06-2022 to 04-08-2022 only
39	NTR GDC(W), Mahabubnagar	Chemistry	Mrs. Kalamma	
40	NTR GDC(W), Mahabubnagar	Zoology	Sri B. Madhusudhan	
41	NTR GDC(W), Mahabubnagar	Zoology	Sri Ch. Shiva Prasad	
42	NTR GDC(W), Mahabubnagar	Zoology	Sri M. Venkatramana Murthy	
43	NTR GDC(W), Mahabubnagar	Botany	Sri K. Sudheer	
44	NTR GDC(W), Mahabubnagar	Botany	Mrs. K. Swetha Rani	
45	NTR GDC(W), Mahabubnagar	Botany	Mrs. I. Sreevani	
46	NTR GDC(W), Mahabubnagar	Botany	Mrs. S. Triveni	
47	NTR GDC(W), Mahabubnagar	Mathematics	Mrs. CH. Ravali	
48	NTR GDC(W), Mahabubnagar	Mathematics	Sri G. J. Muralikanth	
49	NTR GDC(W), Mahabubnagar	Political Science	Sri Himaneta	
50	NTR GDC(W), Mahabubnagar	Political Science	Sri M. Maddileti	
51	NTR GDC(W), Mahabubnagar	History	Mrs. Amena Begum	
52	NTR GDC(W), Mahabubnagar	Computer Sci.	Sri E. Srinivasulu	
53	Dr. BRR. GDC, Jadcherla.	Economics	Sri R. Nagaraju	
54	Dr. BRR. GDC, Jadcherla.	Commerce	Sri E. Venkat Reddy	
55	Dr. BRR. GDC, Jadcherla.	Mathematics	Smt. S. Madhavilatha	
56	Dr. BRR. GDC, Jadcherla.	Political Science	Sri P. Nanda Kishore	
57	Dr. BRR. GDC, Jadcherla.	Botany	Smt. K. Latha	

58	Dr. BRR. GDC, Jadcherla.	Chemistry	Smt. A. Rajani	
59	Dr. BRR. GDC, Jadcherla.	Chemistry	Sri. Ch. Venkateshw araju	
60	Dr. BRR. GDC, Jadcherla.	Chemistry	Sri. J. Vikram Kumar	

The Principal & Chairman, CPDC of the concerned college is hereby requested to inform the contract faculty to execute contract agreement on Rs.100/- (Rupees hundred only) non-judicial bond by 31-10-2022 accordingly without fail. Else his/her renewal stands cancelled without any notice.

All other conditions of the proceedings of the Commissioner of Collegiate Education, Hyderabad under read remain unchanged. The Principals are requested to acknowledge the receipt of these proceedings and to send the report of joining of contract faculty immediately.

The Principals are requested to take action accordingly.

*[Signature]*  
**PRENGIRAJ** 10/10/22  
 VS Govt. Arts & Science College  
 Mahabubnagar

To  
 The Principal, MVS Govt. Degree College, Mahabubnagar.  
 The Principal, NTR Govt. Degree College for Women, Mahabubnagar.  
 The Principal, Dr. BRR Govt. Degree College, Jadcherla, Mahabubnagar District.

Copy submitted for kind information to:  
 The Commissioner of Collegiate Education, TS, Hyderabad.  
 The Regional Joint Director of Collegiate Education, O/o the Commissioner of Collegiate Education, Hyderabad.  
 The Joint Collector, Mahabubnagar.  
 Spare.

MINUTES OF THE DISTRICT LEVEL SELECTION COMMITTEE CONSTITUTED FOR  
RENEWAL OF CONTRACT FACULTY FOR THE ACADEMIC YEAR 2022-23 HELD ON  
21-10-2022 AT 12.30 PM IN THE CHAMBER OF JOINT COLLECTOR OF  
MAHABUBNAGAR DISTRICT

Sub:- Collegiate Education – Engaging Contract Faculty in Government  
Degree Colleges of Mahabubnagar District for the academic year 2022-  
23 – Reg.

Ref:- Procds. In File No. CCE-SER1/BDGT/1/2022-SER1, Dt. 13-09-2022 of  
the Commissioner of Collegiate Education, Hyderabad.

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A meeting of all the Principals of Govt. Degree Colleges in Mahabubnagar District is held under the Chairmanship of Sri. K.Seetharama Rao, Joint Collector, Mahabubnagar District on 21-10-2022 at 12-30 PM in the chamber of Joint Collector in connection with the Renewal of Contract Faculty in Govt. Degree Colleges in Mahabubnagar District for the Academic Year 2022-23 for the period from 01-06-2022 to 31-05-2023.

The Committee consisting of following members are present in the meeting.

- |  |   |          |
|--|---|----------|
| 1. Sri. K. Seetharama Rao<br>Joint Collector, Mahabubnagar District        | - | Chairman |
| 2. Dr.K.Padmavathi, Principal,<br>MVS.Govt.Degree College(A), Mahabubnagar | - | Convenor |
| 3. Ms. Ameena Mumtaz Jahan, Principal(I/c)<br>NTR GDC(W), Mahabubnagar     | - | Member   |
| 4. Dr.Ch. Appiya Chinnamma, Principal<br>Dr.BRR.Govt. College, Jadcherla   | - | Member   |

College wise number of Contract faculty who applied for renewal of their services  
are:

- |   |   |         |
|---|---|---------|
| 1. MVS. Govt. Degree College(A), Mahabubnagar | - | 21 Nos. |
| 2. NTR Govt. Degree College(W), Mahabubnagar  | - | 31 Nos. |
| 3. Dr.BRR Govt. College, Jadcherla            | - | 08 Nos. |
| TOTAL:  | - | 60 Nos. |

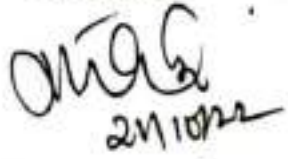
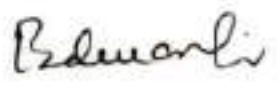
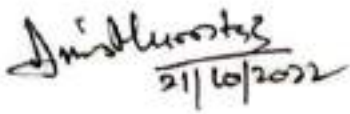
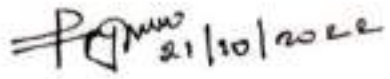


✓	11	MVS GDC(A), Mahabubnagar	Pol.Science	Smt. J. Jyothi	
✓	12	MVS GDC(A), Mahabubnagar	Pol.Science (UM)	Sri.MD.Toufeeq	
✓	22	NTR Govt. Degree College(W), Mahabubnagar	English	Sri S.Rajavardhan Reddy	
✓	23	NTR Govt. Degree College (W), Mahabubnagar	English	Mrs.L Abhinaya	
✓	24	NTR Govt. Degree College (W), Mahabubnagar	English	Mrs.M.Jagadeeshw ari	
✓	25	NTR Govt. Degree College (W), Mahabubnagar	Telugu	Mrs.M.Suneetha	
✓	26	NTR Govt. Degree College (W), Mahabubnagar	Economics	Sri P.Sudhakar Reddy	
✓	27	NTR Govt. Degree College (W), Mahabubnagar	Economics	Mrs. P Vijayalaxmi	
✓	28	NTR Govt. Degree College (W), Mahabubnagar	Commerce	Mrs.Vasanthi	
✓	29	NTR Govt. Degree College (W), Mahabubnagar	Physics	Sri K.Rajenderji	
✓	30	NTR Govt. Degree College (W), Mahabubnagar	Physics	Sri A Keshavardhan Goud	
✓	31	NTR Govt. Degree College (W), Mahabubnagar	Physics	Mrs. K Manjula	
✓	32	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Sri M Praveen kumar	
✓	33	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. B.Rajeshwari	
✓	34	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. N.Himaja	
✓	35	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. P.Bheemesh- wamma	
✓	36	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Sri N Markendaya	
✓	37	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. P Manekka	

38	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. V.Vani	
39	NTR Govt. Degree College (W), Mahabubnagar	Chemistry	Mrs. Kallamma	Renewed for the period from 01-06-2022 to 04-08-2022 only
40	NTR Govt. Degree College (W), Mahabubnagar	Zoology	Sri B Madhusudhan	
41	NTR Govt. Degree College (W), Mahabubnagar	Zoology	Sri Ch.Shiva Prasad	
42	NTR Govt. Degree College (W), Mahabubnagar	Zoology	Sri M Venkatramana Murthy	
43	NTR Govt. Degree College (W), Mahabubnagar	Botany	Sri K Sudheer	
44	NTR Govt. Degree College (W), Mahabubnagar	Botany	Mrs. K Swetha Rani	
45	NTR Govt. Degree College (W), Mahabubnagar	Botany	Mrs. I.Sreevani	
46	NTR Govt. Degree College (W), Mahabubnagar	Botany	Mrs. S.Triveni	
47	NTR Govt. Degree College (W), Mahabubnagar	Mathematics	Mrs. CH. Ravali	
48	NTR Govt. Degree College (W), Mahabubnagar	Mathematics	Sri G J Muralikanth	
49	NTR Govt. Degree College (W), Mahabubnagar	Political Science	Sri Himanila	
50	NTR Govt. Degree College (W), Mahabubnagar	Political Science	Sri M Maddileti	
51	NTR Govt. Degree College (W), Mahabubnagar	History	Mrs. Amena Begum	
52	NTR Govt. Degree College (W), Mahabubnagar	Computer Sci.	Sri E. Srinivasulu	
53	Dr.BRR. Govt. Degree College, Jadcherla	Economics	Sri.R.Nagaraaju	
54	Dr.BRR. Govt. Degree College, Jadcherla	Commerce	Sri.E.Venkat Reddy	

4. The Principal, MVS. Govt. Degree College (A), Mahabubnagar has to issue renewal orders as above accordingly.

Signatures of the Committee Members

		Signature
1. Sri. K.Seetharama Rao Joint Collector, Mahabubnagar District	- Chairman	 21/10/22
2. Dr.K.Padmavathi, Principal, MVS.GDC(A), Mahabubnagar	- Convenor	
3. Ms. Ameena Mumtaz Jahan, Principal(I/c),NTR GDC(W), Mahabubnagar	- Member	 21/10/2022
4. Dr.Ch. Appiya Chinnamma, Principal Dr.BRR.Govt. College, Jadcherla	- Member	 21/10/2022



**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE  
EDUCATION, TELANGANA STATE: HYDERABAD.**

Present: Sri Navin Mittal, I.A.S

Sub: Collegiate Education - Engaging Guest Faculty in Government Degree Colleges in the State for the Academic Year 2022-23 w.e.f. **date:01.08.2022**-Certain Instructions/Guidelines-Issued.

- Read: 1.G.O.Rt.No.1645 Education (MI) Department, dated: 28.08.1982.  
2.G.O.Ms.No.03,Education (CE-I)Department, dated: 06.01.2000.  
3. G.O.Ms.No.241, HE (CE)Department, dated: 13.10.2008.  
4. CCE's Procs.Rc.No.101/GDC-CS/2017,dated:17.07.2017.  
5. G.O.Rt.No.54, HE (CE) Department,dated:22.03.2018.  
6. CCE's Procs.Rc.No.109/GDC&CS/2015,dt:17.07.2018.  
7. CCE's Proc's. No.CE-GDCS/GF/2/2019-GF,dt:31.07.2019.  
8. CCE's Proc's. No.CE-GDCS/GF/2/2021-GF,dt:08.02.2021.  
9. CCE's Procs. No. CCE-GDCS/GF/3/2021-GF,dated:08.11.2021& dated:31.05.2022.  
10. G.O.Rt.No.43, HE (CE) Department,dated:16.03.2022.

The Principals of concerned Government Degree Colleges in the state as per Annexure are informed that the following Guidelines are hereby issued with regard to engaging Guest Faculty on hourly basis in Government Degree Colleges in the State for the Academic Year 2022-23 w.e.f. **date:01.08.2022**.

1. All the Principals of Government Degree Colleges in the State shall notify the allotted number of guest lecturers as given in the **ANNEXURE** through press note and complete the whole process within a week.
2. The Guest Faculty will be selected by the following **Three Member Committee** i.e.,
  - a) Principal of Identified College.
  - b) Principal of the College.
  - c) Subject Expert of the College.
3. The Selection will be made based on the following conditions:
  - i) Minimum 55% of marks in PG and for SC/ST minimum 50 % of Marks in PG.
  - ii) Ph.D.in the concerned subjects will be given preference. In case of Ph.D. qualified students candidates are not available NET/SLET qualified candidates can be engaged. In any subject, if no Ph.D. or NET/SLET qualified candidates are available then PG qualified candidates in that subject can be engaged.
  - iii) The Candidates with teaching experience will be given weight age (Service Certificate produced).
4. The Guest Faculty will be paid as per G.O.in the reference 10<sup>th</sup> read above for a maximum of 72 hours in a month (Subject to maximum of 4 hours in a working day).
5. Their services may be utilized till the end of the academic year.
6. The candidates should give an undertaking that they will not claim for regularization of their services in future.

7. The Guest Faculty engaged may be informed that they are not entitled for any kind of benefits on par with the regular employees since they are purely engaged on hourly basis payment.
8. The Guest Faculty engaged are instructed to maintain teaching diaries and submit work done statements promptly.
9. Remuneration will be paid to the Guest Faculty after obtaining work done statements from the Guest Faculty concerned, duly attested by HOD concerned.
10. Guest Faculty who do not academically perform well (i.e. Regularly engaging the Classes, Coverage of Syllabus, Internal Examinations) in the academic year in which they are engaged as Guest Faculty, the Principal reserves the right to terminate their services immediately.
11. If the Guest Faculty is found to be indisciplined in discharging his/her duties, he/she shall be terminated.
12. The Guest Faculty will be disengaged on the last instruction day (As per the concerned University almanac).
13. Biometric attendance should be strictly followed by all the Guest faculty working in Government Degree Colleges and their remuneration will be paid for days attended as per Biometric attendance only, as per work done.
14. In case any Regular/Contract lecturer is posted in the college, the services of guest lecturer will be disengaged immediately without any further notice.
15. The Services of Guest Faculty shall 'NOT be Auto Renewed' in the next Academic Year. In case, any Guest faculties are to be engaged in the next Academic Year, they shall be engaged through fresh selections only.
16. Two hours of Practical's will be considered as one hour of theory for the purpose of remuneration.

Further, the Principals of all Government Degree Colleges in the State are informed to follow the above Guidelines/Instructions scrupulously and report compliance.

(Orders of the CCE have been obtained in the note file)

**Signed by Yadagiri G**

**Date: 20-07-2022 20:09:05**

**Reason: Approved**

For Commissioner of Collegiate Education

To

The Principals of concerned Government Degree Colleges in the State as per ANNEXURE.

Copy to Academic Cell of this Office.

Copy to all the concerned Sections of O/o CCE.

**NTR.GOV.T.DEGREE COLLEGE FOR WOMEN: MAHABUBNAGAR**  
**SELECTED GUEST FACULTY LIST-2022-2023**

S.No	Name of the Guest Faculty	Subject
1	Smt.Shabana Tabassum	Bio-Technology
2	Sri A.Shivashanker	Micro-Biology
3	Sri B. Venkat Reddy	Sanskrit
4	Sri K. Ramesh Reddy	Statistics
5	Sri Narsoji	Economics
6	Smt.Huma Nabeen	Economics
7	Sri K.Anjaneyulu	History
8	A.Kurumurthy	History
9	Smt.Rameshwari	Commerce
10	Kum. V.Meena	Commerce
11	Smt.B.Sreelatha	Zoology
12	Smt.Naseem Banu	Zoology
13	Sri G.K.Pradeep Kumar	Computer Science & Applications
14	Sri D.Ajay Kumar	Computer Science & Applications
15	Sri M.Raghuveer Gupta	Computer Science & Applications
16	Smt.Ch.Uma Rani	Computer Science & Applications
17	Sri G.Sandeep Kumar	Computer Science & Applications
18	Sri P.Prabhakar	Telugu
19	Smt.A.Hemalatha	Telugu
20	Smt.K.Vijaya	Telugu
21	Sri S.Shivashankar	English
22	Smt.Sahithi	English
23	Smt.B.Sudha Rani	English
24	K.Sravani	Zoology
25	C.Vardhini Priya	Zoology
26	V.Sanjanna	History

  
**PRINCIPAL**  
**N.T.R.G.D.C (W)**  
**Mahabubnagar.**

**SEPTEMBER 2022 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANT PROFESSORS / LIBRARIANS / PHYSICAL DIRECTORS WITH ACADEMIC LEVEL 10 & 11 IN GOVERNMENT DEGREE COLLEGES OF TELANGANA STATE, UNDER UGC REVISED PAY SCALES 2016.**

**(For the Eligible Faculty and Staff working under the administrative control of Commissioner of Collegiate Education.)**

Applications are invited from the Eligible Assistant Professors / Librarians / Physical Directors with Academic Level 10 & 11 in Government Degree Colleges of Telangana State for Award of Career Advancement Scheme under UGC Revised Pay Scales 2016 issued vide G.O. Ms. No. 15 Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II and Academic Performance Indicators for various Promotion levels of Asst. Professors, Librarians and Physical Directors as per Appendix - II Table-1, Table - 4 and table - 5 of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are attached here with as Annexure I, II and III separately. The status of the applicants in all respects as on the **30<sup>TH</sup> September 2022** only be considered for the CAS Purpose.

The Applicants should utilize the Application Format enclosed herewith. Applicants should submit applications in duplicate, to the Principal of the College. The Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotions to teachers & equivalent cadres in colleges as per G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the original S.R and relevant documents to the Principal, ID College of erstwhile District after due verification and certification as per profarma in the Application for award of Career Advancement Scheme.

The Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 10 to 11 and Academic Level 11 to 12 shall be conducted by a Screening Cum Evaluation Committee as Prescribed at Para 2.1.X.B, 2.1.X.D and 2.1.X.F of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019. The Screening Cum Evaluation Committee meetings will be held at the ID Colleges of the erstwhile districts and the ID College Principals will coordinate and supervise the entire process. The following



points may be noted while conducting the Screening Cum Evaluation Committee meetings.

1. Where the Applicant himself is the Principal (FAC) of the College the ID College Principal will be the member of Screening Cum Evaluation Committee.
2. If the Applicant himself is Head of the Department, the HOD of the Same Department from ID College will be the member of Screening Cum Evaluation Committee.

After evaluation of each application by the Screening Cum Evaluation Committee, the Evaluation Committee reports along with Eligible Candidates List must be sent to the Commissioner Collegiate Education by the erstwhile ID College Principal for award of CAS promotion in the given Proforma. The Schedule for the award of CAS is also appended to this notification.

**Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:**

<b>S.No.</b>	<b>EVENT</b>	<b>CUT OFF DATE</b>
01	Submission of Applications for CAS by the Eligible Assistant Professors and Equivalent Cadres to the respective college Principals.	<b>30.09.2022</b>
02	Scrutiny and Submission of Eligible Assistant Professors and Equivalent Cadres CAS Applications to the erstwhile ID College Principals by the College Principals	<b>14.10.2022</b>
03	Screening Cum Evaluation Committee Meetings	<b>Between 15.10.2022 to 31.10.2022</b>
04	Submission of Screening Cum Evaluation Committee Reports along with Eligible Candidates Lists for Award of CAS by the ID College Principals to the Commissionerate of Collegiate Education.	<b>07.11.2022</b>

- \* Screening and evaluation committee to submit the evaluation committee report with the details of Date of Birth and Date of Retirement of each individual eligible for CAS.

**Signed by Navin Mittal**

**Date: 16-09-2022 16:55:12**

**Commissioner of Collegiate Education**

**COMMISSIONERATE OF COLLEGIATE EDUCATION  
TELANGANA STATE - HYDERABAD**

**APPLICATION FORM FOR PROMOTION UNDER  
CAREER ADVANCEMENT SCHEME  
FOR ASSISTANT PROFESSORS AND EQUIVALENT CADRES  
(TO BE SUBMITTED IN DUPLICATE)**

- i) **From Academic Level 10/AGP 6000 to Academic Level 11/AGP 7000 ( )**  
ii) **From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 ( )**  
**(Tick whichever is applicable)**

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer  
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST / BC  
(A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP :
9. Academic Level / Grade Pay applied for  
under CAS :
10. EOL Particulars if any  
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption  
Claimed/Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence (with Pin code) :
16. Permanent Address (with Pin code) :

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			

18. Details of Orientation / Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)

a. Orientation Courses ( For the Assessment Period ).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

b. Refresher Courses ( For the Assessment Period ).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

c. Workshop / Training / Technology Programme / Faculty Development Programme of atleast One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

d. MOOCs Completed with e-certification

S.No .	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/Other	E-Certification No.

19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

20. Performance Appraisal Report

Enclose API Scores (As Annexure I or Annexure II ) :

**Date:**

**Signature of the Applicant**

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct. He is eligible for \_\_\_\_\_ (CAS as applied in the application) from date:\_\_\_\_\_ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

**Station:**

**Signature of the Principal**



(Academic Year \_\_\_\_\_)

**ANNEXURE – I****ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISTANT  
PROFESSORS  
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II TABLE 1**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS****S.No. 1: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No .	Subject / Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
	<b>Total</b>				
<b>Grading Obtained (Good/Satisfactory/Not Satisfactory)</b>					

**Grading Criteria:** (a) **Good:** 80% & Above, (b) **Satisfactory:** Below 80% but 70% & Above and (c) **Not satisfactory:** Less than 70%

**S.No. 2: ACTIVITIES****(Involvement in the College Students related Activities/Research Activities)**

<b>S.No.</b>	<b>Name of the Activity / Contribution</b> (all activities/ contributions shall be considered in the one academic year only)	<b>Name of the Activity</b>	<b>Self Assessment</b> (Yes / No)	<b>Principal Assessment</b> (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
E	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities  
 (b) **Satisfactory:** 1-2 Activities  
 (c) **Not-satisfactory:** Not involved/Undertaken any of the activities.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher  
Designation

**Counter signed by:**

Head of the Department

Signature of the Principal  
with College seal

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **TEACHERS** IN UNIVERSITIES AND COLLEGES**

*Para 2.9 (B) of Part -II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department,  
dated 29.06.2019.*

<b>Sl. No.</b>	<b>Stages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	Assistant Professor Academic Level 10 to Assistant Professor (Senior Grade) Academic Level 11	<p><b>1).</b> Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.</p> <p><b>2).</b>Attended one Orientation course of 21 days' duration on teaching methodology; and</p> <p>Any one of the following: Completed one Refresher / Research Methodology Course</p> <p align="center"><b>OR</b></p> <p>Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,</p> <p align="center"><b>OR</b></p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.</p>	<p>(i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;</p> <p>(ii) The promotion is recommended by the screening-cum-evaluation committee.</p>
<b>II</b>	Assistant Professor (Senior Scale) Academic Level 11 to Assistant Professor (Selection Grade) Academic Level 12	<p><b>1)</b> Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.</p> <p><b>2)</b> Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e- certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.</p>	<p>(i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and</p> <p>(ii) The promotion is recommended by the Screening-cum-evaluation committee.</p>

**OVERALL GRADING FOR THE ASSISTANT PROFESSORS IN THE  
ASSESSMENT PERIOD**

S.No .	Academic Year	Category	Grading Obtained Category wise (Good / Satisfactory / Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I – Teaching		
		II – Activities		
2		I – Teaching		
		II – Activities		
3		I – Teaching		
		II – Activities		
4		I – Teaching		
		II – Activities		
5		I – Teaching		
		II – Activities		
6		I – Teaching		
		II – Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Academic Year\_\_\_\_\_.

ANNEXURE –IIACADEMIC PERFORMANCE INDICATORS (API)  
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALESAPPENDIX II, TABLE - 4

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**Assessment Criteria and Methodology for Librarians**

S.No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> <p>Assistance towards updating institutional website</p> <p><b>Good</b> - 90% and above  <b>Satisfactory</b> -- Below 90% but 80% and above  <b>Not satisfactory</b> - Less than 80%</p>			
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p> <p><b>Good</b> - 1 National level seminar/ workshop + 1 State/institution level seminar/ Seminar</p> <p><b>Satisfactory</b> - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar/ workshop</p> <p><b>Unsatisfactory</b> - Not falling in above two categories</p>			
3	<p>If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage)</p> <p><b>Good</b> - 100% of physical books and journals in computerized database.</p> <p><b>Satisfactory</b> - At least 99% of physical books and journals in computerized database.</p> <p><b>Unsatisfactory</b> - Not falling under</p>			

	<p><i>good or satisfactory</i>  <b>OR</b>          If library does not have a computerized database          Catalogue database made up to date (Specify in Percentage)  <b>Good</b> - 100% Catalogue database made up to date  <b>Satisfactory</b>-90% catalogue database made up to date  <b>Unsatisfactory</b> - Catalogue database not up to mark]</p>			
4	<p>Checking inventory and extent missing books  <b>Good</b> : Checked inventory and mission book less than 0.5%  <b>Satisfactory</b> - Checked inventory and missing books less than 1%  <b>Unsatisfactory</b> - Did not check inventory OR          Checked inventory and mission books 1% or more</p>			
5	<p>(i) Digitalisation of books database in institution having no computerized database.          (ii) Promotion of library network.          (iii) Systems in place for dissemination of information relating to books and other resources.          (iv) Assistance in college administration and governance related work including work extracurricular activities.          (v) Design and offer short-term courses for users.          (vi) Publications of at least one research paper in UGC approved journals.</p> <p><b>Good</b> : Involved in any two activities <b>Satisfactory</b> : At least one activity  <b>Not Satisfactory</b>: Not involved/undertaken any of the activities.</p>			
6	<b>OVERALL GRADING</b>			
<p><b>Overall Grading Criteria:</b>  <b>Good:</b> Good in Item 1 and satisfactory/ good in any two other items including Item 4.  <b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.  <b>Not satisfactory:</b> It neither good nor satisfactory in overall grading.</p>				

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

**Date:**

**Signature of the Teacher  
with Designation**

**Counter signed by:**

**Signature of the Principal  
with College seal**



**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **LIBRARIANS** IN COLLEGES UNDER CAS**

*(Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)*

<b>S.No</b>	<b>Stages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):	<p>An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.</p> <p><b>(i)</b> He/she has attended at least one Orientation course of 21 days' duration; and</p> <p><b>(ii)</b> Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.</p>	<p>A Assistant Librarian/College Librarian may be promoted if:</p> <p><b>(i)</b> He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>
<b>II</b>	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p><b>(i)</b> Training/Seminar/Workshop/ Course on automation and digitalisation,</p> <p><b>(ii)</b> Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</p> <p><b>(iii)</b> Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p><b>(iv)</b> Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p><b>(i)</b> He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

**(Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

Academic Year\_\_\_\_\_.

**ANNEXURE - III**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES**

**APPENDIX II TABLE 5**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated  
29.06.2019]

**Assessment Criteria and Methodology for Directors of Physical  
Education and Sports**

S. No	Activity	Details or %	Grading	
			Self-Assessment	Principal Assessment
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage) <b>Good</b> - 90 and above. <b>Satisfactory</b> - Above 80 but below 90. <b>Not satisfactory</b> - Less than 80			
2.	Organizing intra college competition <b>Good</b> - Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3-5 disciplines. <b>Unsatisfactory</b> - Neither good nor Satisfactory			
3.	Institution participating in external competitions <b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. <b>Unsatisfactory</b> - Neither good nor satisfactory.			
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. <i>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</i>			
5.	(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/national level.			

	(iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities. <b>Good:</b> Involved in any two activities. <b>Satisfactory:</b> One activity <b>Not Satisfactory:</b> Not involved/undertaken any of the activities			
6	<b>OVERALL GRADING</b>			

**OVERALL GRADING Criteria:**

Good : Good in Item 1 and satisfactory/good in any other items.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not

Satisfactory: If neither good nor satisfactory in overall grading.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

**I certify that the information provided above is correct as per records available and to the best of my knowledge.**

Date:

Signature of the Teacher

Designation

**Counter signed by:**

Signature of the Principal  
with College seal

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **PHYSICAL DIRECTORS** IN COLLEGES UNDER CAS  
(Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15, Higher Education  
(UE-II) Department, dated 29.06.2019)

S.No	Sages of Promotion	Eligibility	Promotion Criteria
<b>I</b>	From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)	<p><b>(i)</b> He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education &amp; Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.</p> <p><b>(ii)</b> He/she has attended one Orientation course of 21 days' duration; and</p> <p><b>(iii)</b> He/she has done any one of the following:</p> <p><b>(a)</b>Completed Refresher / Research Methodology Course/workshop, <b>(b)</b>Training Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least 5 days duration and <b>(c)</b> Taken/developed one MOOCs course (with e-certification).</p>	<p>An individual may be promoted if:</p> <p><b>(i)</b> He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>
<b>II</b>	From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)	<p><b>1)</b> He/she has completed five years of service in that grade.</p> <p><b>2)</b> He/she has done any two of the following in the last five years:</p> <p><b>(i)</b>Completed one course / programme from among the categories of refresher courses, research methodology workshops, <b>(ii)</b>Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration,</p> <p><b>(iii)</b>Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and</p> <p><b>(iv)</b> Taken/developed one MOOCs course in the relevant subject (with e-certification).</p>	<p>An individual may be promoted if;</p> <p><b>(i)</b> He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;</p> <p><b>(ii).</b> The promotion is recommended by a screening-cum-evaluation committee .</p>

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL  
DIRECTORS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

**(Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
TELANGANA STATE: HYDERABAD  
PRESENT: NAVIN MITTAL., I.A.S.,**

**Sub:** Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors working in Government Degree Colleges to move from Academic Level 10 to 11 and Academic Level 11 to 12 in UGC RPS 2016 Scales – Notification – Issued.

**Read:** 1. G.O.Ms.No. 15, HE (UE) Dept., dated: 29.06.2019  
2. CCE's Proc.File No. CCE-SER1/POLY/1/2021-SER1, Dated: 24.03.2022.

The attention of all the Principals of Government Degree Colleges in the State are informed that notification is hereby issued for the award of Career Advancement Schemeto the Eligible Assistant Professors / Librarians / Physical directors working in Government Degree Colleges to move from Academic Level 10 to 11 and Academic Level 11 to 12 in UGC RPS 2016.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors / Librarians / Physical Directors, Application form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification herewith.

The Principals are requested to complete the above process as per time schedule mentioned in the notification.

The receipt of these proceedings should be acknowledged.

Encl: As above.

**Signed by Navin Mittal  
Date: 16-09-2022 16:50:24  
Reason: Approved**

Commissioner Collegiate Education

To

All the Principals of the Government Degree Colleges in the State for necessary action and with request to duly communicate to all faculty members immediately.

Copy to the RJDCE, Warangal at Hyderabad

Copy to the ICT Officer of this office with a request to post in official website.



**AUGUST 2022 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANT PROFESSORS / LIBRARIANS / PHYSICAL DIRECTORS, FROM ACADEMIC LEVEL 12/AGP 8000 TO ACADEMIC LEVEL 13A/AGP 9000 IN GOVERNMENT DEGREE COLLEGES OF TELANGANA STATE, UNDER UGC REVISED PAY SCALES 2006/2016.**

**(For the Eligible Faculty and Staff working under the administrative control of Commissioner of Collegiate Education).**

Applications are invited from the Eligible Assistant Professors / Librarians / Physical Directors with AGP 8000/-/Academic Level 12, in Government Degree Colleges of Telangana State for Award of Career Advancement Scheme(CAS) under UGC Revised Pay Scales 2006/2016 issued vide G.O.Ms.No.15 Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II and Academic Performance Indicators for various Promotion levels of Assistant Professors, Librarians and Physical Directors as per Appendix – II Table-1, Table – 4 and Table – 5 of G.O. Ms. No. 15, Higher Education (UE) Dept., Government of Telangana dated:29.06.2019 are attached herewith, as Annexure I, II and III separately. The status of the Applicants in all respects as on the **31<sup>st</sup> August, 2022** only, will be considered for the CAS Purpose.

The Applicants should utilize the Application Format enclosed herewith. Applicants should submit applications in duplicate, to the Principal of the College. The Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotions to teachers & equivalent cadres in colleges as per G.O.Ms.No.15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the original S.R. and relevant documents to the Principal, ID College of erstwhile Districts after due verification and certification as per profarma in the Application for award of CAS.

The Cell for awarding Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 12 to Academic Level 13A shall now be constituted in the O/o CCETS., Hyderabad and the Selection Committee shall consist of the following members:

- The Commissioner of Collegiate Education – Chairperson
- Joint Director/Regional Joint Director of Collegiate Education
- Academic Guidance Officer of Collegiate Education

- Two Principals of Government Degree College nominated by the Commissioner of Collegiate Education.
- Two Universities' Representatives nominated by the Commissioner of Collegiate Education
- Two Subject Experts in the subject concerned, not connected with the college, to be nominated by the Commissioner of Collegiate Education.
- An Academician representing SC /ST /OBC /Minority/ Women/Differently-abled categories to be nominated by the Commissioner of Collegiate Education, if any of the candidates from any of these categories is an applicant and if any of the above members of the Selection Committee does not belong to that category. The final authority for award of Career Advancement Scheme is the Commission only.
- The quorum for the meeting shall be five, including two subject experts.

**Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:**

<b>S.No.</b>	<b>EVENT</b>	<b>CUT OFF DATE</b>
01.	Submission of Application for CAS by the eligible Assistant Professors and Equivalent Cadres to the O/o CCE TS	<b>31-08-2022</b>
02.	Scrutiny and Submission of Eligible Assistant professors and Equivalent Cadres CAS Applications by Joint Director	<b>06-09-2022</b>
03.	Interviews by Selection Committee	<b>To be announced</b>

**Signed by Navin Mittal**  
**Date: 08-08-2022 14:39:03**  
**Reason: Approved**

Station: Hyderabad

Commissioner of Collegiate Education

**COMMISSIONERATE OF COLLEGIATE EDUCATION, HYDERABAD**

COMMISSIONERATE OF COLLEGIATE EDUCATION  
TELANGANA STATE - HYDERABAD

APPLICATION FORM FOR PROMOTION  
UNDER CAREER ADVANCEMENT SCHEME  
**FOR ASSISTANT PROFESSORS AND EQUIVALENT  
CADRES**  
**(TO BE SUBMITTED IN DUPLICATE)**

**From Academic Level 12/AGP 8000 to Academic Level 13A/AGP 9000**

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer  
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST / BC  
(A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP  
(date of commencement of this Level/AGP) :
9. Academic Level / Grade Pay applied for  
under CAS :
10. EOL Particulars if any  
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption  
Claimed/Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence (with Pin code) :
16. Permanent Address (with Pin code) :

## 17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			

## 18. Details of Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)).

## a. Refresher Courses (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

## b. Workshop / Training / Technology Programme / Faculty Development Programme of at least One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

## c. MOOCs Completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/ Other	E-Certification No.

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19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

20. Performance Appraisal Report  
Enclose API Scores (As Annexure I or Annexure II ) :

**Date:**

**Signature of the Applicant**

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct.

He is eligible for \_\_\_\_\_(CAS as applied in the application) from date: \_\_\_\_\_as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this

institution for record. Remarks if any:

**Station:**

**Signature of the Principal**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

*Para 2.9 (B) of Part-II of the Annexure to the G.o.Ms.No.15 Higher  
Education(UE)Dept dated 29-06-2019*

S.No	Stage of Promotion	Eligibility	Promotion Criteria
1.	<b>Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)</b>	<p>1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>2) A Ph.D. degree in subject relevant /allied/relevant discipline.</p> <p>Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p>	<p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and</p> <p>(ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.</p>
2.	<b>Assistant Librarian (Selection Grade/ Academic level 12)/ College Librarian (Selection Grade/ Academic level 12) to University Deputy Librarian (Academic Level 13A)</b>	<p>1) He/she has completed three years of service in that grade.</p> <p>2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per</p>	<p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment</p>

	<b>13A)/College Librarian (Academic Level 13 A)</b>	Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.	period, as specified in Appendix II, Table 4; and (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.
3.	<b>Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)</b>	1) He/she has completed three years of service.  2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).	(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;  (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

(Academic Year\_\_\_\_\_)

**ANNEXURE – I****ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISTANT PROFESSORS  
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II TABLE 1**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**

**S.No. 1:TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No	Subject / Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
	<b>Total</b>				
<b>Grading Obtained (Good/Satisfactory/Not Satisfactory)</b>					

**Grading Criteria:** (a) **Good:** 80% & Above, (b) **Satisfactory:** Below 80% but 70% & Above and (c) **Not satisfactory:** Less than 70%



**S.No. 2: ACTIVITIES****(Involvement in the College Students related Activities/Research Activities)**

<b>S.No.</b>	<b>Name of the Activity / Contribution</b> (all activities/ contributions shall be considered in the one academic year only)	<b>Name of the Activity</b>	<b>Self Assessment</b> (Yes / No)	<b>Principal Assessment</b> (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
E	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities  
 (b) **Satisfactory:** 1-2 Activities  
 (c) **Not-satisfactory:** Not involved/Undertaken any of the activities.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

**1. A**

**2. B**

**3. C**

**4. D**

**5. E**

**6. F**

**7. G**

**8. H**

**Undertaking:**

**I certify that the information provided above is correct as per records available and to the best of my knowledge.**

**Date:**

**Signature of the Teacher  
Designation**

**Counter signed by:**

**Signature of the Principal with  
College seal**

**OVERALL GRADING FOR THE ASSISTANT PROFESSORS IN THE  
ASSESSMENT PERIOD**

S.No	Academic Year	Category	Grading Obtained Category wise (Good / Satisfactory / Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I – Teaching		
		II – Activities		
2		I – Teaching		
		II – Activities		
3		I – Teaching		
		II – Activities		
		II – Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

**(Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Three years of the assessment period as the case may be is eligible for CAS promotion

Signature of the Principal

Academic Year\_\_\_\_\_.

ANNEXURE –IIACADEMIC PERFORMANCE INDICATORS (API) FOR  
PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALESAPPENDIX II, TABLE - 4

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated  
29.06.2019]

**Assessment Criteria and Methodology for Librarians**

S.No	Activity	Details (or) %	Grading	
			Self- Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> <p>Assistance towards updating institutional website</p> <p><b>Good</b> - 90% and above</p> <p><b>Satisfactory</b> -Below90% but 80% and above</p> <p><b>Not satisfactory</b> -Less than 80%</p>			
2	Conduct of seminars/ workshops related to library activity or on specific books or genre of			

	<p>books.</p> <p><b>Good</b> - 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p><b>Satisfactory</b> -1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop</p> <p><b>Unsatisfactory</b> - Not falling in above two categories</p>			
3	<p>If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage)</p> <p><b>Good</b> - 100% of physical books and journals in computerized database.</p> <p><b>Satisfactory</b> - At least 99% of physical books and journals in computerized database.</p> <p><b>Unsatisfactory</b> - Not falling under good or satisfactory</p> <p><b>OR</b></p> <p>If library does not have a computerized database</p> <p>Catalogue database made up to date (Specify in Percentage)</p> <p><b>Good</b> - 100% Catalogue database made up to date</p> <p><b>Satisfactory</b>-90% catalogue database made up to date</p> <p><b>Unsatisfactory</b> - Catalogue database not up to mark]</p>			
4	<p>Checking inventory and extent missing books</p> <p><b>Good</b> : Checked inventory and mission book less than 0.5%</p> <p><b>Satisfactory</b> - Checked inventory and missing books less than 1%</p> <p><b>Unsatisfactory</b> - Did not</p>			

	<i>check inventory OR Checked inventory and mission books 1% or more</i>			
5	<p>(i) Digitalisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p> <p><b>Good</b> : Involved in any two activities</p> <p><b>Satisfactory</b> : At least one activity</p> <p><b>Not Satisfactory</b>: Not involved/undertaken any of the activities.</p>			
6	<b>OVERALL GRADING</b>			

**Overall Grading Criteria:****Good:** Good in Item 1 and satisfactory/ good in any two other items including Item 4.**Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.**Not satisfactory:** It neither good nor satisfactory in overall grading.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

**1. A**

**2. B**

**3. C**

**4. D**

**5. E**

**6. F**

**Undertaking:**

**I certify that the information provided above is correct as per records available and to the best of my knowledge.**

**Date:**

**Signature of the Teacher  
with Designation**

**Counter signed by:**

**Signature of the Principal  
with College seal**

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>		

**(Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal



Academic Year\_\_\_\_\_.

**ANNEXURE - III**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES**

**APPENDIX II TABLE 5**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No	Activity	Details or %	Grading	
			Self-Assessment	Principal Assessment
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage)  <b>Good</b> - 90 and above. <b>Satisfactory</b> - Above 80 but below 90. <b>Not satisfactory</b> - Less than 80			
2.	Organizing intra college competition  <b>Good</b> - Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3-5 disciplines. <b>Unsatisfactory</b> Neither good nor Satisfactory			
3.	Institution participating in external competitions  <b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  <b>Satisfactory</b> - State level			

	<p>competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p><b>Unsatisfactory</b> - Neither good nor satisfactory.</p>			
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p> <p><i>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</i></p>			
5.	<p>(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p> <p><b>Good:</b> Involved in any two activities.</p> <p><b>Satisfactory:</b> One activity</p> <p><b>Not Satisfactory:</b> Not</p>			

	<i>involved/ undertaken any of the activities</i>			
6	<b>OVERALL GRADING</b>			

**OVERALL GRADING Criteria:**

Good : Good in Item 1 and satisfactory/good in any other items.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

- 1.
- 2.
- 3.
- 4.
- 5.

**Undertaking:**

**I certify that the information provided above is correct as per records available and to the best of my knowledge.**

Date:

Signature of the Teacher  
Designation

**Counter signed by:**

Signature of the Principal  
with College seal

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>		

**(Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE  
EDUCATION: TELANGANA STATE: HYDERABAD  
Present: NAVIN MITTAL., I.A.S.,**

Sub: Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors to move From Academic Level 12/AGP 8000 to Academic Level 13A/AGP 9000 in the UGC RPS 2006/2016 Scales in Government Degree Colleges – August 2022 Notification for CAS in UGC RPS 2016 –Orders- Issued.

Read: 1. G.O.Ms.No.14, HE Dated.20.02.2010.  
2. G.O.Ms.No.30, HE (CE/A1), Dept., dated.20.12.2014.  
3. Govt. Memo No.3308/UE.II/2014, Dated: 16/03/2016.  
4. G.O.Ms No.15, Higher Education (UE) Dept.,dated: 29.06.2019.  
5. Representation of the General Secretary,TGCTA, dated: 07.04.2022.  
6. Representation of the General Secretary,TGCGTA, dated: 04.08.2022.  
7. CCE's Proc. File No.CCE-SER1/POLY/1/2021-SER1, dated: 04.09.2021.

The attention of the Principals of Government Degree Colleges in the state are informed that, notification is hereby issued for the award of Career Advancement Scheme to the eligible Assistant Professors /Librarians/Physical Directors to move From Academic Level 12/AGP 8000 to Academic Level 13A/AGP 9000 in the UGC RPS 2006/2016 Scales in Government Degree Colleges, in compliance with the conditions laid down in G.O.Ms No.15, HE (UE) Dept., Dtd: 29.06.2019.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors / Librarians / Physical Directors, Application Form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification herewith.

The Principals are requested to complete the above process as per timeschedule in the notification.

The receipt of these proceedings should be acknowledged.

Encl: As above.

**Signed by Navin Mittal**  
**Date: 08-08-2022 14:38:07**  
**Reason: Approved**

Commissioner of Collegiate Education

To

All the Principals of Government Degree Colleges in the State for necessary action and with request to duly communicate to all faculty members immediately.

Copy to the Erstwhile I.D. Colleges.

Copy to the RJDCE, Warangal at Hyderabad

Copy to the ICT Officer of this office with a request to post in official website.

Copy to the AD-MZ-II of this office for information.