मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India

No. MANUU / ER-I (B) / F.208 / 2026 - 27 / 1054 17th November, 2026

NOTIFICATION

Sub : MANUU - Establishment & Recruitment Section - I - Promotion & Placement under Career Advancement Scheme (C.A.S.) through Offline Mode - Reg.

Ref : Circular on updation of Profile of all the Faculty members on SAMARTH Portal (No.MANUU/ER-I(B)/F.208/2025-26/544 dated 01.07.2025).

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The University through SAMARTH Portal had already invited applications under CAS for upgradation / promotion of Faculty members of School of Languages, Linguistics & Indology, School of Arts & Social Sciences, School of Education & Training, School of Sciences and School of Mass Communication & Journalism as per the UGC Regulations. However, in the said Notifications, it was mentioned that a separate Notification for the faculty members of School of Technology, School of Commerce & Business Management shall be issued after necessary configuration of AICTE Regulations on SAMARTH Portal.

2. Similarly for the faculty members who are attached with the Centre for Distance & Online Education (CDOE), Centers, UGC - MMTTC, Physical Education & Sports, Library & Other Academic Staff where direct teaching is not involved, a separate Notification shall be issued after necessary configurations as per UGC Regulations are completed on the SAMARTH portal.

3. The above matter is **still under process** with the SAMARTH and the University in continuously coordinating to complete the process at the earliest. However, **it may take more time to be live on the SAMARTH Portal**.

4. Keeping in view the delay in completion of configuration on SAMARTH portal, as a One time Measure, applications are invited through Offline Mode from the eligible Teaching faculty of **School of Technology, School of Commerce & Business Management, Centre for Distance & Online Education (CDOE), Centre for Professional Development of Urdu Medium Teachers (CPDUMT), H.K.Sherwani Centre for Deccan Studies (HKCDS), Centre for Urdu Cultural Studies (CUCS), Establishment of Centre for Study of Social Inclusion in Universities (ECSSIU), Library Staff and Physical Education & Sports** of MANUU **through OFFLINE MODE** for consideration of promotion / upgradation under Career Advancement Scheme (C.A.S.) supported by all credentials as per the API & Academic Research Score set-out 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, 2018 and its subsequent amendments for Category - 1,3 & 4 and AICTE Regulations on Pay Scales, Service Conditions and Minimum appointment of Teachers and Other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for Maintenance of Standards in Technical Education (Degree & Diploma) Regulations - 2019 and its subsequent amendments for Category - 1 & 2 are applicable for the following Academic Levels which is detailed below:-

Category - 1 (Teaching Staff - Departments/CDOE/Centers/UGC-MMTTC & Other Academic Staff)

i) Assistant Professor from Academic Level - 10 to Academic Level - 11

ii) Assistant Professor (Senior Scale / Academic Level - 11) to Assistant Professor (Selection Grade/Academic Level - 12)

iii) Assistant Professor (Selection Grade/Academic Level - 12) to Associate Professor (Academic Level - 13A)

iv) Associate Professor (Academic Level - 13A) to Professor (Academic Level - 14)

Category - 2 (Teaching Staff of Polytechnics)

i) Lecturer from Level - 9A to Level - 10

ii) Lecturer (Senior Scale) to (Level - 11)

iii) Lecturer (Selection Grade - I / Level - 12)

iv) Lecturer (Selection Grade - II / Level - 13A1)

Category - 3 (Library Staff)

i) Assistant Librarian from Academic Level - 10 to Academic Level - 11

ii) Assistant Librarian (Senior Scale / Academic Level - 11) to Assistant Librarian (Selection Grade/Academic Level - 12)

iii) Assistant Librarian (Selection Grade / Academic Level - 12) to Deputy Librarian (Academic Level - 13A)

iv) Deputy Librarian (Academic Level - 13A) to Deputy Librarian (Academic Level - 14)

Category - 4 (Physical Education & Sports)

i) Assistant Director of Physical Education & Sports (Academic Level - 10) to Assistant Director of Physical Education & Sports (Senior Scale/Academic Level - 11)

ii) Assistant Director of Physical Education & Sports (Senior Scale/Academic Level - 11) to Assistant Director of Physical Education & Sports (Selection Grade/Academic Level - 12)

iii) Assistant Director of Physical Education & Sports (Selection Grade / Academic Level - 12) to Deputy Director of Physical Education & Sports (Academic Level - 13A)

iv) Deputy Director of Physical Education & Sports (Academic Level - 13A) to Deputy Director of Physical Education & Sports (Academic Level - 14)

5. The last date of submission of CAS application is **26.11.2026 (Thursday)**. The applicant faculty members and other academic staff falling under any one of the above categories are required to submit **04 sets** of **Self Assessment Forms** in the prescribed format along with supporting documents duly page numbered in sequence, self attested, spiral binded through proper channel to the ER-I Section **on or before 26.11.2026 (Thursday).**

6. **The applications for the upgradation / promotion shall be accepted only from the Faculty members of the above mentioned Departments / CDOE / Centers & Other Academic Staff who have completed their Faculty Profile** ***(Biographical, Service, Experience & Academic details)*** **on SAMARTH portal. If they do not complete their Faculty Profile on SAMARTH, their CAS applications shall not be considered for Screening.**

7. Only One (01) application due for particular Stage / Level for promotion / upgradation under CAS shall be considered.

8. Incomplete applications without proper enclosures / documents shall be summarily rejected. Before submitting the application for promotion / upgradation, the teaching faculty members shall refer to the Guidelines / Instructions contained in Annexure - I attached with this Notification.

Note:

a) **As a One Time Measure only, applications are accepted in Offline Mode from the faculty members of School of Technology, School of Commerce & Business Management, Centre for Distance & Online Education (CDOE), Centre for Professional Development of Urdu Medium Teachers (CPDUMT), H.K.Sherwani Centre for Deccan Studies (HKCDS), Centre for Urdu Cultural Studies (CUCS) and Establishment of Centre for Study of Social Inclusion in Universities (ECSSIU).**

b) **The faculty members under the School of Languages, Linguistics & Indology, School of Arts & Social Sciences, School of Education & Training, School of Sciences and School of Mass Communication & Journalism shall not apply under this Notification.**

Registrar

Copy to:

1. All Faculty Members
2. All Other Academic Staff (Teaching) / Library Staff (Teaching)
3. All Deans of the Schools
4. All Heads / Incharge of Departments (Teaching)
5. All the Directors of CDOE / UGC - MMTTC / HKSCDS / ECSSIU
6. All the Principals of Polytechnics
7. Office of the Vice - Chancellor / Registrar
8. Director, CIT ⟹ with a request to upload the notification along with its enclosures on the University website
9. Concerned file

ANNEXURE - I

GENERAL INSTRUCTIONS FOR CAS APPLICANTS

1. Applications are invited from eligible faculty members for promotions under career advancement scheme (CAS) as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and subsequent amendments and AICTE Regulations on Pay Scales, Service Conditions and Minimum appointment of Teachers and Other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for Maintenance of Standards in Technical Education (Degree & Diploma) Regulations - 2019, and subsequent amendments as applicable.

2. Faculty members can apply for promotions three months before the due date if they consider themselves eligible or as and when they become eligible.

3. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the effective date of promotion will be form that of completion of minimum period of eligibility. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of the applicant fulfilling the eligibility criteria. Further, as per UGC Regulations (3rd Amendment) - 2023, if 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 effected either from 1st January or 1st July depending on the date of eventual assessment as detailed below:

    a) If the eventual assessment is between 1st January and 30th June of a year, the promotion shall be granted from 1st July of the year.

    b) If the eventual assessment is between 1st July and 31st December of a year, the promotion shall be granted from 1st January of next year.

4. API / Research scores will be assigned for publication based on the UGC / AICTE Regulations and subsequent amendments, as applicable.

5. For the Purpose of assessing the grading of activity, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence for 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 institute.

6. The applicant faculty members fulfilling the eligibility criteria as prescribed under the UGC / AICTE - CAS shall download the soft copy of the application form and submit hard copy of the applications in **FOUR (04) sets along with enclosures** in the prescribed form through the proper channel to the Establishment & Recruitment Section - I within 10 days from the date of this notification i.e. till 26.11.2026 (Thursday).

7. **The candidate shall submit the application to the ER-I Section on or before the stipulated date. However, they shall submit PART-B of the application to the concerned Head of the Department separately. The concerned HoD shall forward the PART - B of the application through the concerned Dean of the School in a sealed cover within One Week from the last date of receipt of the applications to the ER-I Section.**

8. Before filling the application form the applicant faculty members are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner with proper pagination.

9. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

10. If any document is found to be false/fake/incorrect at the time of screening / selection, the document shall be summarily rejected or action may be initiated against the candidate as per CCS (CCA) rules.

11. Applicants are advised that the Evaluation and Assessment of API Score will be based on the quality of research work and not merely on the number of publications. Publications in predatory / dubious journals or presentation in predatory / dubious conference will not be considered. The quality of the publications will be assessed based on the UGC Public Notices issued and the available resource on the web. Applicants are advised to verify if the published article or journal article is predatory / dubious or on the UGC - CARE list on the date of submission of application. The University has the right to decide the quality of publication based on the available resource on web.

12. Applicants shall also submit the following along with the application form.

    i) Copy of Time-Table *(Assessment Period only)*

    ii) Copy of certificate of Faculty Induction Programme (FIP) / Orientation Course / Refresher Course / Faculty Development Programme (FDP) / Seminars / Workshops, etc.

    iii) No.of Modules developed / contribution for claiming score under e-learning delivery process materials.

13. GoI / MoE / DOPT / UGC's Regulations and subsequent amendments / Public Notices issued by the UGC / MoE from time to time will be considered for eligibility, filling up the applications, calculating API / Research scores, determining experience, etc.

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