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 /974 2nd November, 2026

NOTIFICATION

Sub : MANUU - Establishment & Recruitment Section - I - Promotion under Career Advancement Scheme (CAS) - 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).

<<< :: >>>

With reference to the Circular dated 01.07.2025 issued by the University for updation of Profile of Faculty Members on SAMARTH Portal, applications are invited from the Eligible Teaching Faculty of **School of Languages, Linguistics & Indology, School of Arts & Social Sciences, School of Education & Training, School of Sciences & School of Mass Communication & Journalism** of MANUU **through SAMARTH Portal** for consideration of promotion / upgradation to higher stage under Career Advancement Scheme (CAS) supported by all credentials as per the 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 as applicable for the following Academic Levels which is detailed below:-

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)

2. The last date of submission of Online CAS application under SAMARTH portal is **12.11.2026 (Thursday)**. After submission of CAS application on SAMARTH portal successfully, the applicant faculty members are required to submit **02 Sets** of hard copy of the online submitted application on "SAMARTH Portal" along with supporting documents duly page numbered in sequence, self attested, spiral binded to the ER-I Section **on or before 18.11.2026 (Wednesday)**. Submission of Hard Copy of the application with all the relevant enclosures is mandatory. This will be needed in order to avoid difficulties during screening of application form.

3. The applicant faculty members shall upload the complete relevant documents with CAS application for their claimed score without which the same shall not be accepted. Uploading of Research Papers, Books, Chapters, Doctoral Guidance, Research Projects etc., is mandatory.

4. With the implementation of CAS Module on SAMARTH Portal, all the Promotions / Upgradation of application shall be processed through CAS Module of SAMARTH only. **No offline application for Career Advancement Scheme (CAS) shall be entertained**.

5. The Faculty Members are strongly advised to complete their Profile well in advance to avoid any technical issues or unforeseen problems. **The Faculty Members who have completed their profile *(Biographical, Service, Experience & Academic details)* on SAMARTH Portal shall only be able to apply for their promotions under CAS.**

6. Incomplete Online 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.

7. **A separate CAS Notification for School of Technology, School of Commerce & Business Management shall be issued after necessary configurations of AICTE Regulations of SAMARTH Portal.**

8. Similarly, for the faculty members / other academic staff who are attached with CDOE, Centers, UGC - MMTTC, Physical Education & Sports, Library & Other Academic Staff where direct classroom teaching is not involved, the University has requested for necessary configurations as per the UGC Regulations on SAMARTH Portal. Therefore, a separate CAS notification shall be issued in due course of time for those faculty members/other academic staff.

Registrar
Dated: 02.11.2026.

Copy to:

1. All Faculty Members
2. All Deans of the Schools
3. All Heads of the Departments
4. All the Principals / Incharge of CTE's / Satellite Campus / ASCW
5. Office of the Vice - Chancellor / Registrar / FO / CoE
6. Director, CIT ⇨ with a request to upload the notification on the University website
7. Concerned file

Gachibowli, Hyderabad - 500 032, T.S. India
EPABX: 2300-6612, 13, 14, 15 Website: www.manuu.ac.in
Email: er1section@manuu.edu.in

ANNEXURE - I

GENERAL INSTRUCTIONS FOR CAS APPLICANTS

1. Applications are invited from eligible faculty members for promotions under Career Advancement Scheme (CAS) as per the 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 as applicable.

2. The Eligible Faculty members can submit their CAS Applications through SAMARTH Portal by following these steps: -

   a) Login through the following link using your ID (https://manuu.samarth.ac.in/index.php/site/login)

   b) Go to the Employee Services

   c) Click on the Career Advancement Scheme tab on the dashboard

   d) Create a Application under the tab "SELF ASSESSMENT APPLICATION (CAS)"

   e) Click proceed after filling the application

   Note: In case of any addition(s), the faculty members may fill the Faculty Profile. The necessary entries and documents shall automatically fetch in their Self Assessment Application (CAS) application based on their assessment period.

3. As per UGC (3rd Amendment) Regulation - 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 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 incumbent fulfilling the eligibility criteria of UGC - CAS shall submit the application form through SAMARTH portal and submit hard copies of the online applications in **TWO (02) Sets** to the Establishment & Recruitment Section - I within one week. **All the enclosures should be serially numbered with page numbers and the reference must be given at the relevant entry in the application form.** Hardcopy without page numbers shall not be accepted.

7. 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.

8. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they upload / submit their applications. Incomplete applications without supporting documents, in any respect, will not be accepted. 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.

9. If any document is found to be false / fake / incorrect at the time of Screening / Selection, the document shall be summarily rejected and action may be initiated against the candidate as per CCS (CCA) Rules.

10. 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.

11. Applicants shall also submit the following along with the hard copy of the application form as supporting documents: -

    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 / Workshop, etc.

    iii) Proofs of Modules developed / contributed for claiming score under e - learning delivery process materials.

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

* * * * *