



No. MANUU / ER-I (B) / F.208 / 2026 - 27 / **244**

18th May, 2026

NOTIFICATION

Sub : MANUU - Establishment & Recruitment Section - I - Promotion under Career Advancement Scheme (CAS) 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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Applications are invited from the eligible Professors of Schools of Studies, Centers & Off - Campuses of MANUU **through Offline Mode** for consideration of promotion from **PROFESSOR** (Academic Level - 14) to **SENIOR PROFESSOR** (Academic Level - 15) under Career Advancement Scheme (CAS) supported by all credentials 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 (**Annexure - I**) and the **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) Regulations - 2019 and its subsequent amendments (**Annexure - II**) as applicable.

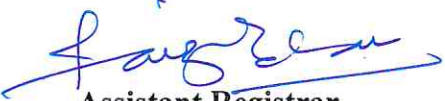
2. The last date of submission of CAS application is **02.06.2026 (Tuesday)**. The applicant faculty members are required to submit **04 sets** of **Self Assessment Forms** in the prescribed format along with supporting documents duly page numbered in sequence, self attested, spiral binded through proper channel to the ER-I Section **on or before 2nd June, 2026 (Tuesday)**.

3. As per the Circular dated 01.07.2025 cited above, the applicant faculty members shall upload the complete relevant documents on SAMARTH Portal. Uploading of Time Tables, Exam Duty, Research Papers, Books, Chapters, Doctoral Guidance, Research Projects etc. It is mandatory to complete their Profile well in advance to avoid any technical issue or unforeseen problems.

4. The applications for the promotion shall be accepted only from the faculty members of the above mentioned School of Studies, Centers & Off Campuses who have completed their Faculty Profile (*Biographical, Service, Experience & Academic details*) on SAMARTH portal, failing which their CAS applications shall not be considered for Screening.

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

6. This issues with the approval of the Competent Authority.


Assistant Registrar
(ER-I Section)

Copy to:

1. All Faculty Members
2. All Deans of the Schools
3. All Heads / Incharge of Departments (Teaching)
4. All the Directors of CDOE / UGC - MMTTC / HKSCDS / ECSSIU
5. Office of the Vice - Chancellor / Registrar
6. Director, CIT \Rightarrow { with a request to upload the notification along
with its enclosures on the University website }
7. Concerned file

CAREER ADVANCEMENT SCHEME (CAS) FOR UNIVERSITY TEACHERS

(AS PER UGC REGULATIONS - 2018)

I. Professor (Academic Level - 14) to Senior Professor (Academic Level - 15)

A Professor can be promoted to the post of Senior Professor under CAS. The promotion shall be based on academic achievement, favorable 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.

CAREER ADVANCEMENT SCHEME (CAS) FOR MANAGEMENT & CS&IT

(AS PER AICTE [DEGREE] REGULATIONS - 2019)

I. Senior Professor (Level - 15)

ELIGIBILITY:

- a) Ph.D. Degree in relevant field

AND

- b) Minimum ten years of experience in the cadre of Professor

AND

- c) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph.D. guided as Supervisor / Co-Supervisor as a Professor.

OR

At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- d) At least one patent awarded

OR

Development of one MOOC course applicable at national platform

Notes:

1. The Selection of Senior Professor shall also be based on academic achievement, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor of at least ten years of experience.
2. The Selection shall be based on ten best publications 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 this regulation.

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) 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 date of promotion shall be from that of completion of minimum period of eligibility. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that 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. The applicant faculty members fulfilling the eligibility criteria as prescribed under the UGC / AICTE - CAS shall download the soft copy of the application form made available with this Notification. The Hard copy of the applications in the prescribed form in **FOUR (04) sets along with enclosures** shall be submitted through proper channel to the Establishment & Recruitment Section - I on or before **02.06.2026 (Tuesday)**.

5. 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.
6. 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.
7. 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.
8. Applicants are advised that the Evaluation and Assessment 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.
9. Applicants shall also submit the following along with the application form.
 - i) List of 10 Best Research Publications published in Journals (*Assessment Period only*)
 - ii) Hard Copies of all Journal Publication along with journal issue cover and content page should be submitted.
 - iii) Proof of Research Publication published in the UGC approved / UGC - CARE / SCI / Scopus / Web of Science must be enclosed with the journal which is mandatory in nature.
10. 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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