

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Higher Education - Universities - UGC Regulations, 2018 – Supplementary Guidelines regarding Selection Procedure for Direct Recruitment and CAS Promotions, Encashment of Earned Leave and Counting of Past Service for teachers and other academic staff in Universities – Orders – Issued.

HIGHER EDUCATION (UE) DEPARTMENT

G.O.Ms.No.20

Dated:28.06.2023

Read:-

G.O.Ms.No.14, Higher Education (UE) Dept., dated.13.02.2019

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ORDER:-

In the G.O. read above, Government issued orders extending the UGC Revised Pay Scales of 2016 which are analogous to the University Grants Commission Scales of Pay to the teachers, and other academic staff in Universities and Colleges in the State and there are no specific orders issued on Encashment of Earned Leave and Counting of Past Service as required in view of the note in 3.2.4.3 and 3.5 of Part-III of the Schedule to the G.O. read above.

2. Further, as per para 16(2) of the G.O. read above, Supplementary Rules are to be issued for effective implementation of UGC Regulations 2018.

3. Accordingly, to bring in more transparency in the selection process and clarify certain conditions of service of teachers and other academic staff in Universities, the Government hereby issue the following guidelines which should be read in conjunction with, and in furtherance of, the UGC Regulations, 2018 issued vide G.O.Ms.No.14, Higher Education (UE) Department, dated.13.02.2019:

GENERAL:

1. For such of those items / subjects not covered in these, the Regulations as included in G.O.Ms.No.14, HE (UE) Department, dated 13.02.2019 shall apply.

2. These shall be strictly followed by all the Universities through their Statutes with the approval of their Executive Councils for transparent implementation of these guidelines in all the University departments and their Constituent Colleges where the UGC RPS 2016 are implemented as per G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019.

3. The recruitment of teachers in Universities and Constituent Colleges shall be as per the mode of appointment mentioned in the below table:

Designation of Teachers	Academic Level	Mode of Appointment
Assistant Professor	10	Direct Recruitment
Assistant Professor (Senior Scale)	11	Promotion by Selection under CAS
Assistant Professor (Selection on Grade)	12	Promotion by Selection under CAS
Associate Professor	13A	Direct Recruitment / Promotion by Selection under CAS

Professor	14	Direct Recruitment /Promotion by Selection under CAS
Senior Professor (in Universities)	15	Promotion by Selection under CAS
College Principal	14	Tenure post on rotation basis

Chapter-I Guidelines for implementation of Regulations 1.1, 1.2, of Part-I, 2.1 to 2.9 of Part-II of G.O.Ms.No.14, Higher Education (UE) Dept., dated.13.02.2019 for Universities & Constituent Colleges:

1.0 Direct Recruitment of Teachers in University & Constituent College: The recruitment to the posts / equivalent cadres of Assistant Professor (Entry Level/Academic Level 10) / Associate Professor (Academic Level 13A) / Professor (Academic Level 14) in Universities shall be regulated by the following procedure:

1.1 Notification for recruitment:

1.1.1 The Departmental Committee (DC) in the subject concerned constituted as per the concerned Act/statute of the University shall be the competent body for

- (a) computing the number of vacancies, cadre-wise, in accordance with the work-load requirements of the department;
- (b) identifying the essential and desirable qualifications for each post as per the approved guidelines/regulations issued by the UGC as included in G.O.Ms.No.14, Higher Education (UE) Department, dated.13.02.2019 and other relevant GOs/regulations issued by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc. Nevertheless the University may prescribe higher qualification if it desires so; and
- (c) considering the specialization(s), if any, in sub-topics of the subject based on the curricular requirements and / or identified thrust areas of the Department's teaching and research activities and future plans, for inclusion in the notification.

1.1.2 For any of the Universities, if a Departmental Committee or its equivalent is not defined in its Act/Statutes, then a DC for this purpose shall be constituted with the approval of the Board of Studies (BoS) concerned with the following members:

- (i) Chairman of the Board of Studies (BoS) concerned
- (ii) Head of the Department (HoD) concerned
- (iii) Immediate past HoD concerned
- (iv) Two Associate Professors / Professors of the department

1.1.3 In case any of the members is not available as per the above composition or as per the concerned Act of the University, for the reasons to be recorded in writing, the Board of Studies (BoS) concerned in consultation with Vice-Chancellor of the University shall nominate the member from allied departments in the University or Professors in the subject concerned from other Universities.

1.1.4 The proposal of DC shall be considered by the Board of Studies (BoS) in the subject concerned and then forward it to Academic

Senate/ Standing Committee for Academic Senate with its recommendations. The Academic Senate/ Standing Committee for Academic Senate shall then forward its recommendations to the Executive Council (EC) of the University for final approval.

- 1.1.5 If an allied / relevant subject(s) is prescribed in the eligibility criteria for a post, it shall be from the list of those subject(s) recommended by the Board of Studies (BoS) concerned, and approved by the Academic Senate & Executive Council of the University prior to the issue of notification for recruitment.
- 1.1.6 The roster point for each vacancy shall be identified in accordance with the statutory reservation policy and rules of the Government in vogue at the time of issuing the notification for recruitment and the Universities shall get such roster points conformed by appropriate authority in the Social Welfare Department in the Government of Andhra Pradesh and shall revise the roster points as per their suggestions, if any.
- 1.1.7 The text of the notification and the prospectus with details of the vacancies; reservation category as per roster; essential and desirable qualifications and experience prescribed; allied / relevant subject(s), if any; application mode; last date for submission; and general information etc., should be submitted to the EC for its approval.
- 1.1.8 Only after the approval of EC, the notification, the prospectus and the other details concerned, an All India Advertisement for recruitment shall be issued through all of the following:
 - (i) Employment News (print/digital)
 - (ii) Website of University;
 - (iii) Main edition (print) of minimum one leading English news daily each having a circulation of minimum 9 lakh copies per publishing day;
 - (iv) Main edition (print) of minimum one vernacular news daily from among the top three dailies having largest circulation per publishing day;
 - (v) All leading Central/State Universities and Institutes across India through email/other means so as to keep it in their notice boards for wide publicity.
- 1.1.9 Further, there shall be a clause in the prospectus and the notification stating that any misinformation, plagiarism, criminal antecedents and any other activity of the candidate deemed to be detrimental to the post applied for shall disqualify him/her without any notice.
- 1.1.10 Separate online application forms for recruitment to the posts of Assistant Professors, Associate Professors, and Professors should be made available to the applicants and such application forms should be designed with a quantitative matrix (QnM) developed based on the assessment criteria and the features of Academic & Research Score Indicators as prescribed by the UGC as included in G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019/as prescribed by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc., from time to time so that the validated performance indicator score of the candidate is computed automatically.

- 1.1.11 The candidates should upload the supporting documents, wherever mandatory, and/or provide links to the required information. The candidates should send a hard copy of the filled-in online application along with copies of the relevant certificates / documents in support of his/her claims made in the application. Such copies shall be self-attested and should reach the university on or before the last date for submission of applications as in the notification for recruitment.
- 1.1.12 The selection process for the posts of Professor and College Principal should be independent of each other, since College Principal is a 'tenure' post and Professor is a 'cadre' post. An in-service Professor or an Associate Professor may be appointed for a specified tenure as Principal of a College through a Selection Committee constituted as per Clause 2.1(VIII) of Part II to the Schedule of G.O.Ms.No.14, Higher Education (UE) Department, dated.13.2.2019 /as prescribed by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc from time to time. After completion of the tenure as Principal, the incumbent shall join back to his/her substantive post.

1.2 Verification of Applications:

- 1.2.1 The Departmental Committee (DC) of the subject concerned constituted as mentioned above shall also be given the responsibility of verifying the applications, tabulating the particulars as per the format prescribed by the university, and declaring the prima facie eligibility of the candidates.
- 1.2.2 The eligibility criteria for candidates including for those from outside the academic field should be in tune with the regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 / regulations issued by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc as on the last date for submission of applications for recruitment.
- 1.2.3 Any claim of past teaching experience by an applicant as Assistant Professor / Associate Professor / Professor, including previous Ad-hoc and Temporary or Contractual service (by whatever nomenclature it may be called other than the guest/part-time faculty), is valid only if the claimant fulfils all the conditions prescribed under Chapter-III of these guidelines.
- 1.2.4 Only the publications during the qualifying period in Scopus journals / Web of Science / UGC-CARE /concerned Regulatory Authority listed journals approved as on the last date for submission of application shall be considered while awarding relevant scores to the applicants.
- 1.2.5 After verification of the applications, the DC shall prepare separate lists of, *prima facie* eligible and *prima facie* ineligible candidates. The DC should note the reasons for a candidate's prima facie ineligibility, if any, in the 'Remarks' column of the format. Any discrepancies noted in the application should also be mentioned in the 'Remarks' column.

- 1.2.6 After scrutiny, the lists of (a) *prima facie* eligible candidates, (b) *prima facie* ineligible candidates shall be posted on the university website along with the criteria adopted along with scores, if any, and reasons for disqualification of candidates, if any.
- 1.2.7 Any candidate with a grievance on his/her status as *prima facie* ineligible shall appeal in writing to the Vice-Chancellor of the university within seven (7) days from the date of display of the lists in the university website.
- 1.2.8 The appeal of a candidate shall be adjudicated by the Vice-Chancellor within seven (7) days from the date of receipt, and whose decision is final. The Vice-Chancellor may be assisted by a Committee of experts in this process. No further appeal shall be entertained in the matter by the university.
- 1.2.9 Accordingly, the final list of *prima facie* eligible candidates shall be displayed on the university website.

1.3 Preliminary Shortlisting of Prima facie Eligible Candidates:

- 1.3.1 Once the list of *prima facie* eligible candidates is finalised, the Executive Councils of the Universities shall decide on whether a written test shall be conducted for all the *prima facie* eligible candidates for the direct recruitment to the post of Assistant Professor. However, a written test need not be conducted for the direct recruitment to the posts of Associate Professor / Professor.
- 1.3.2 Based on the resolutions of the Executive Councils concerned, the Universities will enter into a Memorandum of Understanding (MoU) with Andhra Pradesh Public Service Commission (APPSC) in view of the Act 3 of 2018 to conduct a common written test in the subjects concerned and the Universities may authorize A.P. State Council of Higher Education (APSCHE) to coordinate with APPSC for this written test process including the pre and post activities of the test.
- 1.3.3 The APPSC shall publish complete details of the written test including syllabus, pattern and schedule on their website and the Universities shall inform on their website to check the APPSC website for the relevant details pertain to the test.
- 1.3.4 The qualifying mark in such written test for the direct recruitment, if conducted, shall not be less than 30% for SC/ST, 35% for OBC and 40% for General category candidates and there shall not be any relaxation further or for any sub category.
- 1.3.5 For Associate Professor and Professor posts, the qualifying mark shall not be less than 75 and 120 respectively as per the Methodology given in Table 2 provided that the Overall Grading in Table 1 is Good/Satisfactory as per Appendix II of the G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 subject to satisfying other essential qualifications as per the concerned Regulations.
- 1.3.6 Whenever the number of applicants qualified as per 1.3.4/ 1.3.5 far exceeds the number of notified vacancies in a given category of post, the applicants shall then be shortlisted for further

evaluation of the application in the ratio of (12:1) twelve applicants for each category of reservation for the notified vacancies in the university on the basis of merit in the written test/ scores attained as per Table 2 in the Appendix II of G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 as applicable. Such lists shall then be considered for further evaluation.

1.4 Validation by Screening-cum-Evaluation Committee (SEC):

1.4.1 Then the Registrar of the university shall cause validation of the prima facie eligibility and scores of these preliminary shortlisted candidates submitted by the DC through Board of Studies (BoS) by a 'Screening-cum-Evaluation Committee (SEC)' constituted with the following members:

- (a) Nominee of the Vice-Chancellor as the Chairperson of the Committee;
- (b) Faculty Dean/Director;
- (c) HoD of the concerned subject; and
- (d) An external subject expert from National Institutes / Central Universities

1.4.2 The Vice-Chancellor should avoid being part of this SEC as he/she is an appellant authority. The Rector of the university, if appointed, shall be the Vice-Chancellor's nominee as Chairperson of SEC. Otherwise, a Dean of a Faculty/ senior Professor in the university with at least ten (10) years of service as Professor shall be the Vice-Chancellor's nominee as the Chairperson of the SEC. In the absence of these alternatives, the Executive Council shall take a suitable decision. The Chairperson shall be common for the SEC in all the subjects.

1.4.3 The Dean/Director/ HoD is eligible for appointment as members of SEC, provided that he/she hold a position equivalent to or higher than the post notified. If Dean /Director/HoD is not qualified for appointment to SEC, the Vice-Chancellor shall appoint a substitute of the rank of a Senior Professor / Professor. The external expert to be nominated by the Vice-Chancellor shall be in the rank of a Professor and above from the University panel of experts.

1.4.4 The quorum for SEC shall be three including one subject expert and Chairperson.

1.4.5 The SEC shall validate the lists and the method adopted by the DCs, and correct any discrepancies in the lists of eligible, and ineligible candidates received from the DCs. The reason(s) for correction, if any, shall be recorded by the SEC.

1.4.6 The SEC shall verify and evaluate the grades and academic / research score secured by the applicants in the subject concerned through the 'Assessment Criteria and Methodology Proforma' designed by the respective universities based on the criteria and methodology listed in Table 1, and Table 2 for Associate Professor & Professor and Table 3A for Assistant Professors in the Appendix II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 or as per other GOs issued from time to time.

- 1.4.7 In case, the SEC finds any deficiency in the application / documentary evidence for the claims made by the applicant, the same may be informed to him/her in writing with an instruction to submit the information / document by a prescribed date, failing which the application shall be disqualified for that year.
- 1.4.8 After scrutiny, the lists of (a) eligible candidates, (b) ineligible candidates shall be posted on the university website along with the criteria adopted along with validated scores for shortlisting the candidates and reasons for disqualification of candidates, if any.
- 1.4.9 Any candidate with a grievance on his/her status as ineligible shall appeal in writing to the Vice-Chancellor of the university within seven (7) days from the date of display of the lists in the university website.
- 1.4.10 The appeal of a candidate shall be adjudicated by the Vice-Chancellor within seven (7) days from the date of receipt, and whose decision is final. The Vice-Chancellor may be assisted by a Committee of experts in this process. No further appeal shall be entertained in the matter by the university.

1.5 Shortlisting of Candidates for Interview:

- 1.5.1 Thereafter, out of these candidates, in the ratio of (4:1) four applicants for each notified vacancy shall be shortlisted for interview based on the following criteria:
- (a) For the post of Assistant Professor, the validated scores attained as per the methodology in Table 3A of Appendix II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs issued from time to time.
- (b) For the posts of Associate Professor/Professor in Universities shall be based on the Academic / Research score attained as per the methodology in Table 2 of Appendix II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs issued from time to time.
- 1.5.2 If a candidate belonging to a reserved category is shortlisted for an interview in open category, his/her candidature should also be counted as shortlisted for interview for a vacancy reserved for a category to which he/she belongs to.
- 1.5.3 If a vacancy is reserved for a category as per the roster, only the candidates of that category should be shortlisted for interview as per the criteria mentioned above.

1.6 Constitution of Selection Committee:

- 1.6.1 The composition of the Selection Committees for selection to the posts of Assistant Professor, Associate Professor, and Professor shall be in strict compliance with the regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and other GOs /regulations issued by

concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc from time to time, provided further that:

- 1.6.1.1 No person, who is a candidate himself/herself or whose near relative is a candidate for the post to which the selections are conducted, will be a member of that Selection Committee for all the interviews conducted for the concerned vacancy
- 1.6.1.2 In the absence of the Vice-Chancellor, the Rector of the university shall be his nominee as Chairperson of the Selection Committee for the posts of Assistant and Associate Professors. If the Rector post is vacant or he/she is not available for whatever reason, the Dean of a Faculty / Senior Professor in the university with at least ten (10) years' service as Professor shall be the Vice-Chancellor's nominee as the Chairperson of the Selection Committee. In the absence of these alternatives, the Executive Council shall take a suitable decision in the matter without compromising on the academic credentials, seniority and suitability.
- 1.6.1.3 Ordinarily, the nominated Chairperson shall be common for all the interviews conducted in response to a Notification.
- 1.6.1.4 Whenever Vice Chancellor had to leave in between the conduction of interviews for a Faculty of Study, the nominated Chairperson shall complete all the remaining interviews for that Faculty even if the Vice Chancellor comes back later. However, for interviews of other faculties, the Vice Chancellor can be the Chairperson as soon as he is available for the purpose. Nevertheless the Chairperson shall be the same for all interviews conducted for a Faculty of Study.
- 1.6.1.5 The Executive Council of the university concerned shall be the competent authority to nominate the Chairperson of the Selection Committee when the Vice-Chancellor himself/herself is a candidate for the post (Senior Professor).
- 1.6.1.6 The academician nominee of the Chancellor is usually a senior Professor/ former Vice-Chancellor from outside the university concerned and with good reputation having prior knowledge of the selection procedure, and he/she should monitor compliance of the selection committee proceedings with the regulations of the concerned Regulatory Authority and the guidelines notified in the Prospectus. At the end of the selections, the Chancellor's nominee shall submit a confidential report to the Chancellor in a proforma prepared for the purpose by the A.P. State Council of Higher Education.
- 1.6.1.7 The three subject experts on the Selection Committee shall be external to the University and serving Professors from Central and State Public Universities, accredited by NAAC with a minimum of 'A' Grade, and/or Professors/Scientists from reputed National Institutes / Centres who are well-

versed with the area of knowledge and specialisation for which recruitment is made. They shall be chosen from the panel of experts recommended by the Board of Studies (BoS) of the subject concerned and approved by the Academic Senate & Executive Council of the university.

1.6.1.8 Among the three (3) external subject experts on the Selection Committee, at least one (1) should be from Universities / National Laboratories from outside the State, and one (1) from any Central University/ National Institutions of repute.

1.6.1.9 The Dean /Director of the Faculty on the Selection Committee shall be of the rank of a Professor. In case a Dean/Director is not available, the Vice Chancellor may nominate a Professor from allied department. His/her duty is to explain the procedure adopted for shortlisting the candidates for interview, nature of the posts and the roster points assigned, to the external experts during the interview process.

1.6.1.10 The Head / Teacher-in-Charge of the Department should either be in the same or higher cadre than the position for which the interview is held. He/she shall brief the Selection committee, when called-upon, during the interview process, on the academic qualifications of candidates, and the teaching and research requirements of the department.

1.6.1.11 The nominated representative of Scheduled Caste/Schedule Tribe/ OBC/Minority/Women/Differently abled categories should be an academician of the rank of Professor and should be from a sister university in the State. He/she shall observe the implementation of reservation / roster as notified while selecting the candidates for the related category.

1.6.2 The quorum for the Selection Committee shall be as per the regulations issued by UGC / concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc from time to time.

1.7 Selection Procedure:

1.7.1 Only the shortlisted candidates shall be called for interview. Ordinarily, a minimum of 10 days' notice should be given to the candidates for the interview.

1.7.2 The candidates called for interview should report one day before the date of the interview concerned for verification of their original certificates and research publications. Any mismatch between the originals and the data furnished in the application and/or false claim will disqualify the candidate for interview. No appeal shall be entertained at this stage.

1.7.3 All the members of the Selection Committee should have a copy of the list of candidates appearing for the interview in the subject concerned with their application along with academic / research scores as per UGC Regulations.

- 1.7.4 A set of research publications / books of each candidate appearing for the interview should also be made available for reference by the subject experts and the Chairperson of the Selection Committee.
- 1.7.5 The assessment of a candidate's performance in the entire interview process should be comprehensive and shall be quantified by awarding marks for a maximum of 100 against the following four components in two categories:-
- Category-I: Lecture Discourse and Disposition (40 marks)**
- a. Lecture demonstration in a classroom / seminar presentation – 25marks
 - b. Inter - disciplinary awareness, critical thinking, personality etc – 15marks
- Category-II : Pedagogy and Research Aptitude (60 marks)**
- c. Domain knowledge and technology enabled learning – 35marks
 - d. Research competence, and future plans – 25marks
- 1.7.6 The total duration of the interview process for a candidate may not be less than 45 minutes wherein 15 minutes for lecture demonstration / seminar presentation, 25 minutes for the other three components of the interview and 5 minutes for any other related matters.
- 1.7.7 Audio Video recording of the entire interview process for all the candidates shall be mandatory. Such recordings shall be kept confidential and safe to make them available whenever required with the approval of the Executive Council.
- 1.7.8 Interview for candidates who are abroad and unable to appear for the interview in person may be conducted, at no risk to the university, through video-conferencing by suitably adopting the four components of the interview process and the time-limits mentioned. If selected, he/she will be issued a 'Letter of Intimation' of his/her selection and will be directed to meet the Registrar in person, on or before a stipulated date, for verification of the claims made in the application with his/her original certificates and other documents. If the claims are found correct, the appointment order shall be issued. However, any mismatch / distortion of information found will disqualify the candidates and the letter of intimation issued is treated as withdrawn without any notice. No appeal shall be entertained at this stage by the university.
- 1.7.9 All members of the Selection Committee shall participate in the discussion to ensure that the selections are conducted smoothly in a transparent manner and in conformity with the guidelines notified.
- 1.7.10 The total marks earned by the candidate in the interview shall be the sum total of final Category-I and Category-II marks.
- 1.7.11 The Selection Committee shall then prepare a merit list of the candidates based on the finalmarks earned by the candidates in

the interview. All the members of the Selection Committee shall sign this consolidated list.

- 1.7.12 The final selection to the post of Assistant Professor (Entry Level) shall be based only on the candidate's performance in the interview and the final selection to the post of Associate Professor/Professor shall be based on the overall merit of the candidate with 50% weightage given to his/her Academic/ Research Score and 50% weightage given to his/her performance in the interview.
- 1.7.13 No recommendations for selection should be made with a condition attached to the concurrence of future events.
- 1.7.14 Based on the merit list, a list of candidates recommended for selection, reservation category wise duly complying with the horizontal reservation in vogue, to the vacancies notified and also those wait-listed, shall then be prepared. All the Selection Committee members present shall sign this list with date mentioned.
- 1.7.15 The SC/ST/OBC candidates selected on merit against open competition should not be counted against reserved quota.
- 1.7.16 Any corrections in the award list should be countersigned by the subject expert concerned, whereas any correction in the consolidated merit list and the list of selected candidates should be countersigned by the Chairperson and all the Members of the Selection Committee concerned. The total number of corrections in each page of the document should be clearly indicated at the end of the page both in letters and in words, and duly attested by the subject expert in the case of award list and the entire selection committee in the case of the consolidated merit and the list of selected candidates.
- 1.7.17 The marks sheets of the individual experts, the consolidated merit list, and the list of selected and wait-listed candidates shall be kept in separate covers, sealed and appropriately superscribed with the subject, post and date of interview. The interview proceedings of that subject are then deemed to have been completed.
- 1.7.18 The Registrar of the University is responsible for keeping all the confidential documents relating to the entire process in safe custody and once the selection process is completed, the entire documents shall be digitised and preserved by the Internal Quality Assurance Cell.
- 1.7.19 The Chairman of the Selection Committee should ensure that the selections are conducted in a fair and transparent manner and by strict observance of the rules, regulations and guidelines mentioned in the notification. He / she shall be held responsible for any proven irregularities in the selection process.

2.0 Promotion of University & Constituent Colleges' Teachers by Selection under Career Advancement Scheme (CAS):

The promotion to the posts / equivalent cadre of Assistant Professor (Senior Scale / Academic level 11), Assistant Professor (Selection Grade /

Academic level 12), Associate Professor (Academic level 13A), Professor (Academic level 14) and Senior Professor (Academic level 15) by Selection under Career Advancement Scheme (CAS) in universities and constituent colleges shall be regulated by the following procedure:

2.1 Eligibility & Notification for calling for applications for promotions by Selection under CAS:

- 2.1.1 Permanent in service Assistant Professors / Associate Professors / Professors who were appointed on the recommendations of a duly constituted selection committee as per Regulations prescribed by UGC / concerned Regulatory Authority from time to time and currently drawing their salary in UGC/concerned Regulatory Authority pay scales only are eligible for promotion to different academic levels by selection under CAS.
- 2.1.2 The designation and the corresponding scale of pay recommended by UGC/ concerned Regulatory Authority are concurrent and should not be viewed separately.
- 2.1.3 The qualifications, eligibility and the recommending authority for CAS promotions to various Academic Levels shall be as prescribed by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs / as prescribed by concerned Regulatory Authority.
- 2.1.4 The Career Advancement Scheme (CAS) promotions are a bi-annual feature and should be conducted based on annualised evaluation of assessment criteria and academic / research scores of the incumbent teachers.
- 2.1.5 At the end of every semester, the teachers of the university shall submit their self-appraisal report in the format prescribed by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs / as prescribed by concerned Regulatory Authority along with documentary evidences for the claims made in the report which are to be verified by the Head of the Department/Teacher-in-charge and send it to the Principal. The same shall be finalized within 30 days of submission of report by the teacher.
- 2.1.6 The university shall issue general circular twice a year i.e., once in the first week of January and once in the first week of July every year inviting for applications from eligible teachers of the University for promotion to the posts of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, Professor, and Senior Professor by Selection under Career Advancement Scheme (CAS).
- 2.1.7 Such circulars should include the details of eligibility criteria for each post as stipulated by UGC / concerned Regulatory Authority from time to time, documents to be submitted in support of the claims made, and the last date for submission of the application through proper channel.
- 2.1.8 Further, there shall be a clause stating that any misinformation, plagiarism, criminal antecedents and any other activity of the

candidate deemed to be detrimental to the post applied for shall disqualify him/her without any notice.

- 2.1.9 Separate online application forms for promotion to Assistant Professor (SS), Assistant Professor (SG), Associate Professor, Professor and Senior Professor should be made available to the applicants and such application forms should be designed with a quantitative matrix (QnM) developed based on the assessment criteria and the features of Academic & Research Score Indicators as prescribed by the UGC as included in Table 1 and 2 of Annexure II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 / any other GOs / by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc from time to time so that the validated performance indicator score of the candidate is computed automatically.
- 2.1.10 The candidates should upload the supporting documents, wherever mandatory, and/or provide links to the required information.
- 2.1.11 The candidates should submit a hard copy of the filled-in online application along with copies of the relevant certificates / documents in support of his/her claims made in the application. Such copies shall be self-attested and should reach the office of concerned authority in the university on or before the last date for submission of applications as in the circular for promotion.
- 2.1.12 Since the promotion under the CAS being a personal promotion to a teacher irrespective of vacancy in the next academic level, for reasons such as sufficient applications are not received, the matters of qualifying service or meeting other eligibility conditions for some applicant(s) are sub-judice or not finalised etc. by the last date for submission of applications, the CAS process shall not be kept pending/postponed.
- 2.1.13 The process of selections under CAS shall be completed within three (3) months from the last date of receiving applications for the posts of Assistant Professor (Senior Scale) and Assistant Professor (Selection Grade); and six (6) months for the posts of Associate Professor, Professor and Senior Professor.
- 2.1.14 The University shall not consider the applications of those candidates for promotion under CAS if they do not fulfil the eligibility conditions as on the last date for submission of applications, and no conditional orders should be issued.
- 2.1.15 A candidate who does not succeed in an assessment, he/she shall have to re-assessed only after one year and when he/she succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of latest rejection.
- 2.1.16 No recommendations for CAS promotions should be made with a condition attached to the concurrence of future events.

2.2 Verification of Applications for promotion by Selection under CAS:

- 2.2.1 The Departmental Committee (DC) of the subject concerned constituted, similar to that of for Direct Recruitment as mentioned above, shall be given the responsibility of verifying the applications, tabulating the particulars as per the format prescribed by the university, and declaring prima facie the eligibility of the candidates for promotion.
- 2.2.2 The annual self-appraisal reports submitted by candidates through proper channel and finalized by Principal concerned for all the concerned years shall also be taken into consideration by the DC.
- 2.2.3 The eligibility criteria for candidates should be in tune with the regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs/ regulations issued by concerned Regulatory Authority such as AICTE/PCI/NCTE/BCI etc as on the last date for submission of applications.
- 2.2.4 Any claim of past regular teaching experience by an applicant as Assistant Professor / Associate Professor / Professor / Senior Professor, including previous Ad-hoc and Temporary or Contractual service (by whatever nomenclature it may be called), is valid only if the claimant fulfils all the conditions prescribed under Chapter-III of these guidelines.
- 2.2.5 Only the publications during the qualifying period in Scopus journals / Web of Science / UGC-CARE / concerned Regulatory Authority listed journals approved alone shall be considered while awarding relevant scores to the applicants of Assistant Professor / Associate Professor / Professor / Senior Professor.
- 2.2.6 After scrutiny and verification of the applications, the DC shall prepare separate lists of prima facie eligible and prima facie ineligible candidates. The DC should note the reasons for a candidate's ineligibility, if any, in the 'Remarks' column of the format. Any discrepancies noted in the application should also be mentioned in the 'Remarks' column.

2.3 Validation of Applications for promotion by Selection under CAS by Screening-cum-Evaluation Committee :

- 2.3.1 The Registrar of the university shall cause validation of the lists of prima facie eligible, and prima facie ineligible candidates submitted by the DC through Board of Studies (BoS) by a 'Screening-cum-Evaluation Committee (SEC)' constituted for University teachers as per clause 2.1(X) in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 with the following members:
- (a) Nominee of the Vice-Chancellor as the Chairperson of the Committee;
 - (b) Faculty Dean/Director;
 - (c) HoD of the concerned subject; and
 - (d) an external subject expert.
- 2.3.2 The Vice-Chancellor should avoid being part of this SEC as he/she is an appellant authority. The Rector of the university, if appointed, shall be the Vice-Chancellor's nominee as Chairperson of SEC. Otherwise, the Dean of a Faculty/Senior Professor in the university with at least ten (10) years' service as Professor shall be

the Vice-Chancellor's nominee as the Chairperson of the SEC. In the absence of these alternatives, the Executive Council shall take a suitable decision. The Chairperson shall be common for the SEC in all the subjects.

- 2.3.3 The Dean /Director / HoD is eligible for appointment as members of SEC, provided that he/she hold a position equivalent to or higher than the post notified. If the Dean / Director / HoD is not qualified for appointment to SEC, the Vice-Chancellor shall appoint a substitute of the rank of a Senior Professor / Professor in the allied/relevant subject. The external expert to be nominated by the Vice-Chancellor shall be in the rank of a Professor and above from the University panel of experts.
- 2.3.4 The quorum for SEC shall be three including Chairperson and one subject expert.
- 2.3.5 The SEC shall validate the lists and the method adopted by the DCs, and correct any discrepancies in the lists of eligible, and ineligible candidates received from the DCs. The reason(s) for correction, if any, shall be recorded by the SEC.
- 2.3.6 The SEC for a subject shall verify and evaluate the Grades and academic / research scores secured by the applicants in the subject concerned through the 'Assessment Criteria and Methodology Proforma' designed by the respective universities based on the criteria and methodology in Table 1 and Table 2 of the Appendix II of GO.MS.NO.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs issued from time to time, for each academic level of Assistant Professors, and for Associate Professor, Professor and Senior Professor.
- 2.3.7 In case, the SEC finds any deficiency in the application / documentary evidence for the claims made by the applicant, the same may be informed to him/her in writing with an instruction to submit the information / document by a prescribed date, failing which the application shall be disqualified for that year.
- 2.3.8 After scrutiny, the lists of (a) eligible candidates, (b) ineligible candidates shall be posted on the university website along with the criteria adopted and validated scores for shortlisting and reasons for disqualification of candidates, if any.
- 2.3.9 Any candidate with a grievance on his/her status as ineligible shall appeal in writing to the Vice-Chancellor of the university within seven (7) days from the date of display of the lists in the university website.
- 2.3.10 The appeal of a candidate shall be adjudicated by the Vice-Chancellor within seven (7) days from the date of receipt, and whose decision is final. The Vice-Chancellor may be assisted by a Committee of experts in this process. No further appeal shall be entertained in the matter by the university.

2.4 Promotion by Selection under CAS:

- 2.4.1 In the cases of applicants for promotion to the posts Assistant Professor (Senior Scale) / Assistant Professor (Selection Grade), the SEC is the 'Expert Assessment System' for promotion.
- 2.4.1.1 Subject to fulfilment of eligibility criteria for promotion as per regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs/ issued by the concerned Regulatory Authority, the SEC shall assess the research and academic contribution of the applicants for promotion to Assistant Professor (Senior Scale) and Assistant Professor (Selection Grade), based on the assessment criteria and methodology given in Table 1 and Table 2 of the Appendix II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and Minimum API Score Requirement mentioned in Table A on Page 46 of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019.
- 2.4.1.2 Accordingly, SEC shall make appropriate recommendations to the Executive Council of the university about suitability of the candidate for promotion by selection under CAS.
- 2.4.2 In the cases of applicants for promotion to the posts of Associate Professor/ Professor / Senior Professor, the Selection Committees constituted as per GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 is the 'Expert Assessment System' for assessing the suitability of the candidate for promotion to these posts.
- 2.4.3 However, Executive Council of the University concerned may choose to conduct interviews for CAS promotion by Selection Committees constituted as per regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and other GOs/ issued by the concerned Regulatory Authority to the posts Assistant Professor (Senior Scale) and Assistant Professor (Selection Grade) too on par with other posts.
- 2.4.4 Subject to fulfilment of eligibility criteria for promotion as per regulations issued by UGC as included in GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and any other GOs/ issued by the concerned Regulatory Authority, the SEC validated Academic /Research Score of each applicant for the qualifying period as per the assessment criteria and methodology in Table 1 and Table 2 of the Appendix II of GO.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and Minimum API Score Requirement mentioned in Table A on Page 46 of G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 shall be given for information to the Selection Committee.
- 2.4.5 The composition, constitution, qualifications, and functions of the Selection Committee concerned, and its members, for assessing the merit of the applicants for promotion to the posts of Assistant Professor, Associate Professor, Professors and Senior Professors are the same as mentioned above for direct recruitment.
- 2.4.6 Only the eligible candidates shall be called for interview. Ordinarily, a minimum of 10 days' notice should be given to the candidates for the interview.

- 2.4.7 The candidates called for interview should report well in advance on the date of the interview for verification of their original certificates and research publications. Any mismatch between the originals and the data furnished in the application and/or false claim will disqualify the candidate for interview. No appeal shall be entertained at this stage.
- 2.4.8 All the members of the Selection Committee should have a copy of the list of candidates appearing for the interview in the subject concerned with their application along with academic / research scores.
- 2.4.9 A set of research publications / books of each candidate appearing for the interview should also be made available for reference to the subject experts and the Chairperson of the Selection Committee.
- 2.4.10 The assessment of a candidate's performance in the entire interview process should be comprehensive and shall be quantified by awarding marks for a maximum of 100 against the following four components in two categories:-
- Category-I : Academic Leadership and Extension (40 marks)**
- a. Commitment to Teaching-Learning and Evaluation – 25marks
 - b. Administrative Support and participation in Student's Co-curricular and Extracurricular activities – 15marks
- Category-II : Pedagogy and Research Aptitude (60 marks)**
- c. Domain knowledge and technology enabled learning – 35marks
 - d. Research competence, and future plans – 25marks
- 2.4.11 The total duration of the interview process for a candidate shall not be less than 45 minutes wherein 15 minutes for Category-I, 25 minutes for the Category-II and 5 minutes for any other related matters.
- 2.4.12 Audio Video recording of the entire interview process for all the candidates shall be mandatory. Such recordings shall be kept confidential and safe to make them available whenever required with the approval of the Executive Council.
- 2.4.13 Interview for candidates of Indian Origin who are abroad and unable to appear for the interview in person may be conducted, at no risk to the university, through video-conferencing by suitably adopting the four components of the interview process and the time-limits mentioned. If selected, he/she will be issued a 'Letter of Intimation' of his/her selection and will be directed to meet the Registrar in person, on or before a stipulated date, for verification of the claims made in the application with his/her original certificates and other documents. If the claims are found correct, the appointment order shall be issued. However, any mismatch / distortion of information found will disqualify the candidates and the letter of intimation issued is treated as withdrawn without any notice. No appeal shall be entertained at this stage by the university.
- 2.4.14 All the members of the Selection Committee shall participate in the discussion to ensure that the selections are conducted

- smoothly in a transparent manner and in conformity with the guidelines notified.
- 2.4.15 The total marks earned by the candidate in the interview shall be the sum total of final Category-I and Category-II marks.
- 2.4.16 The Selection Committee shall then prepare a merit list of the candidates based on the final marks earned by the candidates in the interview. All the members of the Selection Committee shall sign this consolidated list.
- 2.4.17 Subject to satisfying CAS Promotion criteria for the respective post, the final selection to the posts of Assistant Professor (Senior Scale /Selection Grade) / Associate Professor/Professor/Senior Professor shall be based on the overall performance of the candidate in the interview. However, his/her total score shall be counted with 50% weightage given to his/her ARP Score and 50% weightage given to his/her performance in the interview.
- 2.4.18 Accordingly, the Selection Committees shall make appropriate recommendations to the Executive Council of the university for promotion of the candidates under CAS and a list of candidates recommended for selection shall then be prepared. All the Selection Committee members present shall sign this list with date mentioned.
- 2.4.19 No recommendations for CAS promotions should be made with a condition attached to the concurrence of future events.
- 2.4.20 Any corrections in the award list should be countersigned by the subject expert concerned, whereas any correction in the consolidated merit list and the list of selected candidates should be countersigned by the Chairperson and all the Members of the Selection Committee concerned. The total number of corrections in each page of the document should be clearly indicated at the end of the page both in letters and in words, and duly attested by the subject expert in the case of award list and the entire selection committee in the case of the consolidated merit and the list of selected candidates.
- 2.4.21 The marks sheets of the individual experts, the consolidated merit list, and the list of selected candidates shall be kept in separate covers, sealed and appropriately superscribed with the subject, post and date of interview. The Selection proceedings of that subject are then deemed to have been completed.
- 2.4.22 The Registrar of the University is responsible for keeping all the confidential documents relating to the entire process in safe custody and once the selection process is completed, the entire documents shall be digitised and preserved by the Internal Quality Assurance Cell.
- 2.4.23 The Chairman of the Selection Committee should ensure that the selections are conducted in a fair and transparent manner and by strict observance of the rules, regulations and guidelines mentioned in the notification. He / she shall be held responsible for any proven irregularities in the selection process.

3.0 Encashment of Earned Leave for the University and Constituent College Teachers:

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

Chapter-III Guidelines for implementation of Regulation 3.5 of Part-III to GO.MS.NO.14, Higher Education (UE) Department, dated 13.02.2019

4.0 Counting of Past Service for Direct Recruitment and for Promotion under CAS:

4.1 Only the publications during the relevant qualifying period in Scopus journals / Web of Science / UGC-CARE / concerned Regulatory Authority listed journals approved as on the last date of application as per the then notification shall be considered for awarding relevant scores to the applicants of Assistant Professor / Associate Professor / Professor / Senior Professor.

4.2 Work experience in Industry / National Laboratories / other Scientific Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT shall be considered only if the applicant has worked in the same / related discipline, and was appointed in an equivalent cadre and pay scale of Assistant Professor / Associate Professor / Professor by a duly constituted selection committee, in addition to the conditions as stipulated by UGC / concerned Regulatory Authority from time to time.

4.3 Any claim of past regular teaching experience by an applicant to the post of Assistant Professor/ Associate Professor / Professor, including previous adhoc or temporary or contractual service (by whatever nomenclature it may be called), is valid provided that the claimant fulfils all the following conditions for the concerned period:

- (a) Possessed the essential and mandatory qualifications for the post held as stipulated by UGC / concerned Regulatory Authority;
- (b) Held a Ph.D. Degree, if applicable, awarded in conformity with the relevant UGC Regulations;
- (c) Appointed in the same cadre/equivalent grade post by a Competent Authority only on the recommendations of a duly constituted Selection Committee as per the regulations issued by the UGC/ concerned Regulatory Authority as amended from time to time;
- (d) Not appointed as part-time/guest faculty with pay on hourly basis even if paid monthly;
- (e) Drawn the pay scale/ total gross emoluments not less than that equivalent to the pay scales applicable to a regularly appointed candidate in such post concerned and it shall be verifiable against his/her bank account statement or Income Tax Returns for that period;
- (f) Complied with the required eligibility criteria for promotion to various Academic Levels under CAS as stipulated in G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019 and other relevant GOs issued by Government from time to time;

Besides fulfilling the other eligibility conditions, completing 4 / 5 / 6 years of experience, as the case may be, as Assistant Professor for promotion to Assistant Professor (SS) / Level 11, 5

years of service as Assistant Professor (SS) in the university/college concerned for promotion to Assistant Professor (SG) / Level 12, 3 years of service as Assistant Professor (SG) in the university/college concerned for Associate Professor / Level 13A and 3 years of experience as Associate Professor in the university/college concerned for Professor / Level 14 is compulsory.

- 4.4 The promotion under CAS is step-wise and should flow in a linear way from academic levels 10 - 11 - 12 - 13A - 14 - 15. The past service should not be counted in a cumulative manner for a promotion under CAS that circumvent the service qualification mentioned above for this sequence.
- 4.5 Any claim for counting the past service of upto 4/5/6 years, as the case may be, shall be made at the beginning of the career when claiming for the first CAS promotion only. Subsequent claims for counting the past service at later stages of career shall not be entertained.
- 4.6 Further, such service shall not be considered either to protect previous pay at the time of recruitment/promotion or for pensionable service at the time of superannuation.
- 4.7 Nevertheless, no distinction shall be made with reference to the nature of management of the institution where the previous regular service was rendered (University / Constituent / Government / Aided / Autonomous / Private) while counting the past service for Direct Recruitment and for promotion under CAS.
- 4.8 Further, in majority of the affiliating universities in the state, there is a practice prevailing in the name of 'Ratification' for selection of teachers for Private Colleges through an advertisement and selection by a duly constituted selection committee as per the University guidelines / Regulations of UGC/concerned Regulatory Authority issued from time to time.
- 4.9 Henceforth, there shall be no 'Ratification' for selection of teachers for Private Colleges and all the Private Colleges shall appoint regular teachers duly following the Regulations issued by the UGC / concerned Regulatory Authority and Government Orders issued from time to time.
- 4.10 Any such previously ratified service shall be considered only from the date of such ratification provided that the selection is satisfied with all the conditions prescribed for this purpose as per the Regulations issued by UGC/concerned Regulatory Authority and any GOs issued from time to time. For all the pending CAS promotions, such ratified service shall also be verified as per the guidelines prescribed herein whenever required.
- 4.11 The below checklist may be used while calculating the valid past service of a candidate:

A	Name of the Candidate:			
B	Period of Past Service claimed by the Candidate:			
CHECKLIST FOR THE SAID PERIOD				
	CRITERIA (A)	Yes/No (B)	If Yes, specify the	Relevant details of the

			annexure number (C)	annexure in brief (D)
	NOTIFICATION CRITERIA			
1	<p>Whether appointed through an All India Advertisement (in case of Colleges at least State level Open Advertisement) for merit based selection? (Y/N)</p> <p><i>(Note: Specify the type of notification in Column D. If the candidate is not appointed through All India Advertisement or through State Level Open Competition at least in case of Colleges, such service shall not be counted)</i></p>			
	QUALIFICATION CRITERIA			
2	<p>Whether holding a Master's Degree in the relevant subject with prescribed class/grade/score? (Y/N)</p> <p><i>(Note: Specify Degree with score in Column D. If the candidate is not possessing Ph.D./NET/SLET/SET if required as per Regulations of UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)</i></p>			
2A	<p>If applicable, whether holding a regular Ph.D.</p> <p>(OR)</p> <p>Qualified in NET/SLET/SET in the relevant subject as prescribed by UGC/concerned Regulatory Authority?</p> <p><i>(Note: Specify whether Ph.D./NET/SLET/SET in Column D. If the candidate is not possessing Ph.D./NET/SLET/SET if required as per Regulations of UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)</i></p>			
3	<p>Whether possessing other essential qualifications such as Minimum API Score or Minimum Service in a lower Academic Level etc as per regulations of UGC/concerned Regulatory Authority at the time of his/her direct recruitment/promotion? (Y/N)</p> <p><i>(Note: Specify the qualifications, API score and service details in Column D. If the candidate, either directly</i></p>			

	<p><i>recruited or promoted, without possessing the essential qualifications prescribed by UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)</i></p>			
	PAY CRITERIA			
4	<p>Whether appointed as a Regular faculty in the equivalent cadre post with corresponding UGC Pay Scale?</p> <p>(OR)</p> <p>Whether appointed as Regular / Adhoc / Contract / Part-time / Guest / Others with a consolidated pay equivalent to the gross emoluments drawn by a regular teacher in such post during that period? (Y/N)</p> <p><i>(Note: Specify the type of appointment regular/others and Scale or Gross pay per month in Column B. If the candidate's appointment is not in the equivalent cadre/ not in the equivalent scale/not with equivalent gross pay, such service of the candidate shall not be considered for this purpose)</i></p>			
5	<p>Whether appointed as Adhoc/ Contract / Part-time / Guest / Others with pay on hourly basis even if paid monthly? (Y/N)</p> <p><i>(Note: Specify type of appointment and hourly pay in Column D. If the candidate is appointed on hourly basis during the period, such service of the candidate shall not be considered for this purpose)</i></p>			
6	<p>Whether the Total Emoluments Drawn by the Candidate are verifiable against his/her bank account statement or Income Tax Returns for the years? (Y/N)</p> <p><i>(Note: Specify total emoluments drawn per month by the candidate as per the bank account statement / IT Return for the years in Column D. If such gross emoluments are not verifiable or not equivalent to gross pay of a regular employee drawing UGC Scale, such service of the candidate shall not be considered for this purpose)</i></p>			
	SELECTION COMMITTEE CRITERIA			

7	<p>Whether appointed by a competent authority based on the recommendations of a duly constituted Selection Committee as per UGC/relevant Regulatory Authority? (Y/N)</p> <p><i>(Note: Specify the Selection Committee in Column D as per the annexure duly attested by the competent authority in the University concerned. If the annexure is not attached by the competent authority and/or the Selection Committee is not duly constituted as prescribed by UGC / concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)</i></p>			
8	<p>Whether the service prior to the date of (so called) ratification by universities with a duly constituted Selection Committee is also counted? (Y/N)</p> <p><i>(Note: Specify the date of appointment and date of ratification in Column D. If any service prior to the date of ratification is recommended by the Selection Committee/University concerned, such service of the candidate shall not be considered for this purpose)</i></p>			

4.12 It shall be the responsibility of the candidate to produce all the relevant documents/certificates required for the checklist within the stipulated deadline. No extension shall be granted.

4.13 This checklist shall be prepared by the Departmental Committee constituted and accordingly, it shall be verified and final service eligible for counting as past service for this purpose shall be recommended by Search-cum-Evaluation Committee constituted for Direct Recruitment/CAS as prescribed under Chapter-I of these guidelines.

5. This order issues with the concurrence of Finance (PC&TA) Department, vide their U.O.No:FIN01-62021/15/2018-PC and TA-FIN. Computer No.569735, dated.27.06.2023.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**J.SYAMALA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All the Registrars of State Universities
The Commissioner of Collegiate Education, A.P., Mangalagiri
The Commissioner of Technical Education, A.P., Mangalagiri
The Commissioner of School Education, A.P., Vijayawada
The Secretary, MHRD, Govt.of India, New Delhi,

The Secretary, University Grants Commission, New Delhi
The Chairman, A.P. State Council of Higher Education, Mangalagiri
The Director of Treasuries & Accounts, A.P., Vijayawada
The Director of Local Fund Audit, Vijayawada
The Accountant General, A.P., Vijayawada

Copy to:-

The Secretary, A.P. Public Service Commission, Vijayawada
The General Administration Department
The Law (H) Department
The Finance (PC&TA) Department
The P.S. to Secretary to CM
The OSD to Minister (Education)
The P.S. to Prl.Secy.to Government, Higher Education Department
SF/SCs.

//FORWARDED :: BY ORDER//


SECTION OFFICER