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**HUMAN RESOURCE DEVELOPMENT DEPARTMENT**

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**NOTIFICATION**  
The 26th June, 2008

**STATUTE FOR PLACEMENT OF LECTURERS TO THE POST OF LECTURER IN THE SENIOR SCALE, FOR PROMOTION OF LECTURER IN THE SENIOR SCALE TO THE POST OF LECTURER IN THE SELECTION GRADE/READER AND PROMOTION OF READER TO THE POST OF UNIVERSITY PROFESSOR OF UNIVERSITY DEPARTMENTS CONSTITUENT COLLEGES, AFFILIATED COLLEGE INCLUDING RELIGIOUS AND LINGUISTIC MINORITY COLLEGE.**

No. 5/प्र०३-01/04-277--(Assented to by the Chancellor on 13-6-2008 and communicated by the Principal Secretary to Governor vide letter No. विविध - 01/2008/1050/ रासो dated 14<sup>th</sup> June, 2008.)

**CAREER ADVANCEMENT SCHEME (CAS)**

**Effect:** These statutes shall come into force w.e.f. 27.7.1998 in supersession of the statutes of promotion as assented to by the Chancellor and notified vide letter No. BSU 20/95-2133/GS(1) dated 23.9.1995 and BSU 20/95-2132/GS(1) dated 23.9.1995.

## 1. QUALIFICATION

- 1.1.0. No person shall be promoted to a teaching post of the institutions including constituent colleges, affiliated colleges including religious and linguistic minority colleges in a subject if he/she does not fulfill the requirements as to qualifications for the promotions as provided in this statute.
- 1.2.0. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D, five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- 1.3.0. For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D can go up to the level of Lecturer (Selection Grade).
- 1.4.0. A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 1.5.0. Teachers interested for consideration of CAS promotion shall be required to present their research work and publications in a prescribed application to the Registrar of the University through the Head of the Department concerned latest by 31<sup>st</sup> December each year or a date fixed by the Vice Chancellor. The University will generally take a decision on promotions, under these schemes on receipt of recommendation by JPSC before the beginning of the next academic year, so that such promotions take effect from the date of the beginning of the next academic session.
- 1.6.0. The teachers serving in the University Department or in the Degree College of the University, affiliated Degree Colleges including Religious and Linguistic Minority colleges in which Vth Plan of the UGC Scale of the Pay have been implemented by the Governing Body shall be considered for promotion under Career Advancement Scheme w.e.f. 27.7.1998.
- 1.7.0. The Selection Committees for Career Advancement Scheme shall be the same as for Direct Recruitment for each category as per provision of Jharkhand State Universities Act, 2000.
- 1.8.0. The eminent experts of the Selection Committee shall be nominated by the Chancellor out of the panel prepared by Directorate, Higher Education.
- 1.9.0. The Jharkhand Public Service Commission shall send its recommendations within six months from the date of receipt of the list of eligible candidates from the University concerned.
- 1.10.0. The Jharkhand Public Service Commission shall send its recommendations, for every calendar year separately, fixing 31<sup>st</sup> December of each year as cut off date.

## 2. PROMOTION OF LECTURER TO THE RANK OF LECTURER (SENIOR SCALE)

- 2.1.0 Notwithstanding anything to the contrary contained in the statutes, it is hereby provided that a lecturer, serving in the University Department or in a Degree College of the University in which the Vth plan of the UGC scale of pay have been implemented by the Governing Body/University on the recommendation of the Jharkhand Public Service Commission, be placed in the Senior Scale under revised pay scale of the university and Degree College teachers introduced by the State Government subject to the following conditions:-
- (a) That, he/she has completed six years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.
- (b) That, he/she holds substantive appointment on the post of lecturer and his appointment has been made as per provisions of the Act and Statutes existing at the time of his appointment.

- (c) That he/she has participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC (those with Ph.D degree would be exempted from one refresher course).
- (d) Consistently satisfactory performance appraisal reports.
- 2.2.0 The placement in the Senior Scale shall not be automatic, but shall be made on the recommendation of Jharkhand Public Service Commission on consideration of experience and performance appraisal report.
- 2.3.1 The Registrar of the University, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before Screening Committee consisting of the Vice Chancellor, Dean of Faculty concerned and Head of the Department Concerned.
- 2.3.2 The Screening Committee shall screen the eligibility of the applicants/candidates and prepare a list of eligible candidates.
- 2.3.3 The Registrar shall, with the approval of Vice Chancellor, forward the list of eligible candidates to Jharkhand Public Service Commission with their applications and all other relevant documents including performance appraisal records.
- 2.3.4 That Jharkhand Public Service Commission shall make recommendation on the basis of the advice of selection committee.
- 2.3.5 The Selection Committees for Career Advancement shall be the same as for Direct Recruitment for each category as per provision of Jharkhand State Universities Act, 2000.
- 2.3.6 The eminent experts of the Selection Committee shall be nominated by the Chancellor out of the panel prepared by Directorate, Higher Education.
- 2.3.7 The recommendation of the Jharkhand Public Service Commission shall be placed before the Syndicate for orders. In case of affiliated colleges including religious and linguistic minority colleges, the recommendations of Jharkhand Public Service Commission shall be placed before Governing Body for orders. It shall be sent to the University for approval of syndicate after that.
- 2.3.8 It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each Lecturer according to the procedure and in the form to be approved by the Chancellor for the purpose.

### **3. PROMOTION OF LECTURER (SENIOR SCALE) TO THE RANK OF LECTURER (SELECTION GRADE)**

- 3.1.0 *Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that a Lecturer in the Senior Scale who does not have a Ph.D degree or equivalent published work, and who does not meet the scholarship and the research standards, but fulfills*

*the other criteria for the post of Reader including five years continuous service as Lecturer (Senior Scale) and has good record in teaching and preferably has contributed in various ways, such as, to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade on the recommendations of the Jharkhand Public Service Commission. He shall be designated as Lecturer (Selection Grade). He can offer himself for fresh assessment after obtaining Ph.D and/or fulfilling other requirements for promotion as Reader and, if found suitable, would be given designation of Reader.*

- 3.2.0 The placement in the Selection Grade shall not be automatic, but shall be made on the recommendation of Jharkhand Public Service Commission on consideration of experience and performance appraisal reports.
- 3.3.0 The Registrar of the University, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before Screening Committee consisting of the Vice Chancellor, Dean of Faculty concerned and Head of the Department Concerned.
- 3.4.0 The Screening Committee shall screen the eligibility of the applicants/candidates and prepare a list of eligible candidates.
- 3.5.0 The Registrar shall, with the approval of Vice Chancellor, forward the list of eligible candidates to Jharkhand Public Service Commission with their applications and all other relevant documents including performance appraisal records.
- 3.6.0 The recommendation of the Jharkhand Public Service Commissions shall be placed before the Syndicate for orders. In case of affiliated colleges including religious and linguistic minority colleges, the recommendations of Jharkhand Public Service Commission shall be placed before Governing Body for orders. After that it shall be sent to the University for approval of syndicate.
- 3.7.0 It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each Lecturer according to the procedure and in the form to be approved by the Chancellor for the purpose.

#### 4.0.0 **PROMOTION OF LECTURER (SENIOR SCALE) TO THE RANK OF READER**

- 4.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that a Lecturer in the Senior Scale serving in the University Department or in a Degree College of the University shall, on the recommendation of the Jharkhand Public Service Commission, be eligible for promotion to the Reader if he/she had:-
- (a) Completed five years of service as the Lecturer in Senior Scale;
  - (b) Obtained Ph.D degree or has equivalent published work;
  - (c) Made some mark in the area of scholarship and research, as evidenced by self assessment, report of referees, quality of publication, contribution to the educational innovation, design of new courses and curricula and extensions activities etc.

(d) After placement in the Senior Scale, participated in two refresher courses/ summer trainings of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC; and

(e) Good performance appraisal reports.

- 4.3.1. The promotion to the post of Reader shall not be automatic, but shall be made on the recommendation of Jharkhand Public Service Commission on consideration of experience and performance appraisal report including the report of the screening committee.
- 4.3.2. The Registrar of the University, shall place a list of eligible candidates giving all the required information about each of them along with all the relevant papers including service and performance appraisal records before Screening Committee consisting of the Vice Chancellor, Dean of Faculty concerned and Head of the Department Concerned.
- 4.3.3. The Screening Committee shall screen the eligibility of the applicants/candidates and prepare a list of eligible candidates.
- 4.3.4. The Registrar shall, with the approval of Vice Chancellor, forward the list of eligible candidates to Jharkhand Public Service Commission with their applications and all other relevant documents including performance appraisal records.
- 4.3.5. The Jharkhand Public Service Commission shall adopt a process of selection by a Selection Committee as for Direct Recruitment in this category as per provisions of Jharkhand State universities Act, 2000.
- 4.3.6. The Experts of the Selection Committee, meant to interview the candidates, shall be nominated by the chancellor from the panel prepared by Directorate, Higher Education, Government of Jharkhand.
- 4.3.7. The recommendation of the Jharkhand Public Service Commissions shall be placed before the Syndicate for orders. In case of affiliated colleges including religious and linguistic minority colleges, the recommendations of Jharkhand Public Service Commission shall be placed before Governing Body for orders. After that it shall be sent to the University for approval of syndicate.
- 4.3.8. It is also provided that hereafter performance appraisal records shall be regularly maintained in respect of each Lecturer according to the procedure and in the form to be approved by the Chancellor for the purpose.

#### **5.0.0. PROMOTION OF READER TO THE RANK OF PROFESSOR**

5.1.0 Notwithstanding anything to the contrary contained in the Statutes, it is hereby provided that in addition to the sanctioned post of University Professors, which must be filled in through direct recruitment through all India Advertisement, promotions may be made from the post of Reader to that of University Professor after eight years of service as Reader.

5.2.0 The Registrar of the University shall place a list of eligible candidates with following documents before screening committee consisting of Vice Chancellor, Dean of Faculty concerned and Head of the Department concerned:-

- (a) Self-appraisal report (required).
  - (b) Research contribution / books / articles published.
  - (c) Any other academic contributions . The best three written contributions of the teacher (as defined by her/him) in triplicate.
  - (d) Seminars/Conferences attended.
  - (e) Contribution to teaching / academic environment / institutional corporate life.
  - (f) Extension and field outreach activities.
- 5.2.1. The Screening Committee shall screen the eligibility of the teachers and prepare a list of eligible candidates.
  - 5.2.2. The Registrar shall, with approval of Vice Chancellor, forward the list of eligible candidates to Jharkhand Public Service Commission with their applications and all other relevant documents.
  - 5.2.3. The Jharkhand Public Service Commission shall adopt a process of selection for promotion to the post of University Professor, by a selection committee as for Direct Recruitment under this category as per provisions of Jharkhand State universities Act, 2000.
  - 5.2.4. The Jharkhand Public Service Commission, before calling the candidates for interview, shall send the best three written contributions of the teacher in advance to eminent experts of the subject concerned to review before coming for selection.
  - 5.2.5. The eminent experts shall be nominated by the Chancellor out of the panel prepared by Directorate of Higher Education, Government of Jharkhand. They shall also be the member of Selection Committee meant to interview the candidate for promotion to the post of University Professor from that the Reader.
  - 5.2.6. The process of promotion for the candidates not found suitable, can be conducted again only after a minimum period of one year from date on which the candidate was not found suitable for promotion by the Screening Committee or the Jharkhand Public Service Commission and the promotion shall be effective w.e.f. date of recommendation by Jharkhand Public Service Commission.
  - 5.2.7. The promotion from Reader to University Professor under CAS being a personal promotion and not against a sanctioned post, the teaching workload of the Reader shall be carried forward with him/her and be undertaken by the promotee even in the capacity of CAS Professor.
  - 5.2.8. The recommendation of the Jharkhand Public Service Commissions shall be placed before the Syndicate for orders. In case of affiliated colleges including religious and linguistic minority colleges, the recommendations of Jharkhand Public Service Commission shall be placed before Governing Body for orders. After that it shall be sent to the University for approval of syndicate.
- 6.1.0 It is further provided that only Senior Lecturer, Selection Grade Lecturer and Reader promoted under Career Advancement Scheme and/or Merit Promotion Scheme as well as Lecturer and Reader directly recruited shall be eligible for consideration under these schemes of promotion.

7.1.0 It is also provided that when a teacher is promoted under Career Advancement Scheme, the post held by him/her shall be deemed to be upgraded with effect from the date of his/her promotion and shall remain upgraded till the incumbent continues to hold the post but the same shall be converted to the basic grade post (Lecturer or Reader, as the case may be) in the event of the incumbent's appointment to a higher post or when the post falls vacant due to the retirement, resignation, death, transfer of the teacher or otherwise.

### 8.0.0 THE REQUIREMENT OF PARTICIPATION IN ORIENTATION/ REFRESHER COURSES/ SUMMER INSTITUTES

8.1.0 The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistent satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade).

8.2.0 The requirement for completing these courses would be as follows:-

(I) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D would be required to do one refresher course in addition.

(II) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade).

(III) The senior teacher like Readers/ Lecturers (Selection Grade) may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/ selection to higher level or attend refresher courses to be offered by Academic Staff Colleges for this level.

### 9.0.0 EFFECT ON SENIORITY OF TEACHERS PROMOTED UNDER CAREER ADVANCEMENT SCHEME.

9.1.0 Seniority of teachers promoted under these Statutes shall be determined from the date of promotion (in a particular rank), but the inter-se-seniority of teachers promoted from the same date shall be the same as they had on their lower post.

### 10.0.0 COUNTING OF PAST SERVICE

10.1.0 Previous service, without any break as lecturer or equivalent, in a University College, National Laboratory or other scientific organizations of State/Central Government e.g. SCIR, ICAR, DRADD, UGC, ICSSR, ICHR, a UGC Research Scientist and Research Associate shall be counted for placement of Lecturer in Senior Scale/Selection Grade subject to the following terms and conditions:-

- (1) The Post was in an equivalent grade/scale of pay as the post of Lecturer.
- (2) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.

- (3) The candidates who apply for direct recruitment should apply through proper channels.
- (4) The concerned Lecturer possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer.
- (5) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations.
- (6) The appointment was not ad-hoc or in a leave vacancy of less than one year duration.

**10.2.0****Ad-hoc service can be counted provided:**

- (a) the ad-hoc service was of more than one year duration,
- (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee, and
- (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

*Provided further that the benefit of past service must not be allowed to those ad-hoc/temporary teachers who at the time of their selection/absorption to the permanent post, were not holding the post in accordance with the relevant provisions of the Act/ Statutes/ Rules and Regulations.*

By Order and in the name of the Governor,

**Anjani Kumar Srivastava,**  
Director,  
Higher Education,  
Human Resource Development Department.