

## **PROMOTION THROUGH CAREER ADVANCEMENT SCHEME OF THE UNIVERSITY TEACHERS**

Faculty members who wish to be considered for promotion under Career Advancement Scheme of UGC may be invited to apply to the Head of concerned Department / Centre stating that s/he fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) proforma (Old or Revised, as may be applicable time to time by the UGC) as evolved by the Central University of Jharkhand, Ranchi duly supported by all credentials as per the API guidelines set out in UGC Regulations 2010 (and the two amendments) and also in the prescribed proforma. The faculty members may apply **three months in advance of the due date**.

### **Who can apply:**

The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

Candidates who do not fulfil the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which s/he has successfully got re-assessed by the Selection Committee.

**Kindly Note that Candidates whose due date of promotion is before 13th June 2013 and after 11<sup>th</sup> July, 2016 will not come under the system of Capping of API Scores.**

**Candidates whose due date of promotion is on or after 13th June 2013 and before 11<sup>th</sup> July, 2016 will have to follow the system of Capping for API Scores as per the Second Amendment of the UGC Rules.**

While CAS promotions from a lower grade to a higher grade of Assistant Professor shall be decided by a "Screening cum Evaluation Committee", those to the grades of Associate Professor and Professor shall be decided by respective Selection Committees, by adhering to the criteria laid down for API score in PBAS.

As per the Second Amendment of UGC Regulation (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of Standards in Higher Education) **the Minimum score required for promotion shall be as follows:**

*The calculation of the percentage capping will be made **on the basis of the total API score***

*claimed by the candidate and verified by the authorities. **The candidate will have to submit all necessary documents in support of the API score claimed.***

Furthermore, three sets of publications (made during the service as Assistant Professor) shall be required to be submitted in a separate cover (for expert evaluation) for consideration of promotion from Assistant Professor to Associate Professor. Similarly, three sets of reprints of publications of the candidate shall be separately required from those applying for the grade of Professor, *provided* that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

*Provided* further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

Provided that API scores will be used for screening purpose only and will have no bearing on expert assessment of candidates in Direct Recruitment/CAS

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for Direct Recruitment / CAS.

<b>Sub-Category</b>	<b>Cap as % of API accumulative score in application</b>
III (A) : Research papers (Journals, etc)	30%
III (B) Research publications (Books, etc)	25%
III (C) Research Projects	20%
III (D) Research Guidance	10%
III (E) Training Courses and Conference /Seminar, etc	15%

In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations.”

Candidates who do not fulfil the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which s/he has successfully got re-assessed by the Selection Committee.

While CAS promotions from a lower grade to a higher grade of Assistant Professor shall be decided by a “Screening cum Evaluation Committee”, those to the grades of Associate Professor and Professor shall be decided by respective Selection Committees, by adhering to the criteria laid down for API score in PBAS.

As per the Second Amendment of UGC Regulation (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of Standards in Higher Education) **the Minimum score required for promotion shall be as per Annexure given below for different categories, which is self explanatory.**

*The calculation of the percentage capping will be made **on the basis of the total API score claimed by the candidate and verified by the authorities. The candidate will have to submit all necessary documents in support of the API score claimed.***

Furthermore, three sets of publications (made during the service as Assistant Professor) shall be required to be submitted in a separate cover (for expert evaluation) for consideration of promotion from Assistant Professor to Associate Professor. Similarly, three sets of reprints of publications of the candidate shall be separately required from those applying for the grade of Professor, *provided* that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

*Provided* further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

The applications with bio-data (annual self-appraisal reports), duly filled PBAS proforma and credentials should be submitted by the candidates **within prescribed date**. The Head of concerned Department/Centre shall forward the compiled applications with his/her recommendations to the Dean of the School preferably within **next five working days**.

## **Supporting documents for the promotion under CAS required for API Score**

1. Proof of Impact factor of Journal in which research paper is published.
2. Proof of ISBN/ISSN number of Journal/ Conference Proceeding in which research paper is published.
3. Copies of Certificates of Refresher course, Orientation Programme attended.
4. Copies of Certificates of Workshops/Summer School/Winter School of at least one (1) week duration.
5. Copies of certificates related to National/International Conference / Seminar / Workshops etc. attended.
6. Copies of evidences of session chair/ Invited Lectures/talk given in National / International Conferences, Workshops, Schools, and Seminars etc.
7. Copies of evidence of Text/Subject book or reference book or chapter(s) in a

edited book written.

8. Proof of Major/Minor Research project sanction letter (ongoing/completed).

9. Patent if any.

10. Number of M. Phil. /M.Tech./M.Sc./Ph. D. students (submitted/awarded).

11. Notification of M. Phil. /M.Tech./M.Sc./Ph. D. students

- Examples for calculation of API points for Research paper / books:

**Example 1:** Research paper with single author.

**100% to author**

**Example 2:** Research paper with two authors.

**First author: 60%**

**Second author: 40%**

**Example 3:** Research paper with three author.

**First author: 60%**

**Second author: 40%**

**Third author: 40%**

**Example 4:** Research paper with two authors with second author is corresponding author.

**First author : 50%**

**Second author: 50%**

**Example 5:** Research paper with three authors with second author is corresponding author.

**First author: 60%**

**Second author: 60%**

**Third author: 40%**

**Example 6:** Research paper with four authors with second author is corresponding author.

**First author : 60%**

**Second author: 60%**

**Third author: 40%**

**Fouth author: 40%**

**APPENDIX – III TABLE – II (A)- Before July 11, 2016**

**MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

		<b>Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) –	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - Contribution to Research. 30 % - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - research. 50 % - Performance evaluation and other credential by referral procedure

\* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

**APPENDIX-III - TABLE: III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. <u>or</u> five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., <u>or</u> six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table IIA/II(B) of Appendix III. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D.holders.. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skillsdevelopment Programmes and Faculty DevelopmentProgrammes of minimum one week duration. (iv) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.

4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<ul style="list-style-type: none"> <li>(i) Minimum yearly /cumulative API scores using the PBASscoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</li> <li>(ii) Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</li> <li>(iii) A minimum of five publications since the period that the teacher is placed in Stage 3.</li> <li>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</li> </ul>
5.	Professor (Stage 5) to Professor (Stage 6) .	Professor with ten years of completed service (universities only)	<ul style="list-style-type: none"> <li>(i) (i)Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III</li> <li>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards /honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,</li> <li>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix III.</li> </ul>

\* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively**

**APPENDIX – III: TABLE - IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

S. No	Promotion Of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian /College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph.D./M.Phil.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and Table VIII(b) of Appendix III for college Librarian cadres. One Orientation and one Refresher Course of 3/4 weeks duration</li> <li>(ii) No separate interview points for the Screening cum Verification Process of recommending promotion.</li> </ul>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix III for Librarian Cadres in universities and Table VIII (b) of Appendix III for college librarian cadres.</li> <li>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</li> <li>(iii) No separate interview points for the Screening cum Verification process of Recommending promotion.</li> </ul>



3.	Deputy university Librarian / Assistant University Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university With three years of completed service in Stage 4.	

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

**INSTRUCTION FOR THE INCUMBENT ELIGIBLE AFTER JULY 11, 2016**

**APPENDIX - III TABLE - II (A)**

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

<b>Category</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure
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**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

**APPENDIX-III - TABLE: III**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR**  
**PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

S.No	Promotion of	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..

**APPENDIX- III TABLE VII  
ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.**

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per	Weighta
Assistant Librarian/College	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**APPENDIX - III TABLE - VIII (A)**  
**MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION**  
**OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND**  
**WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN**  
**UNIVERSITIES AND COLLEGES**

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation	50% Library publication work 30% Assessment of innovative Library service and organization of digital library
	Minimum required 50))			Organizational skills 20% - Interview performance	services 20% Interview performance

**\* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

**APPENDIX-III - TABLE IX  
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (II) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)

4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Table VIII (A)</p>
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**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.