

No. CUJ/53rd EC/2026/2/ 30

Dated: 02 February, 2026

अधिसूचना / NOTIFICATION

It is notified for information of all concerned that the Executive Council in its 53rd meeting held on 2nd February, 2026 approved the Guidelines for promotion from **Professor (Academic Pay Level-14)** to **Senior Professor (Academic Pay Level-15)** under Career Advancement Scheme (CAS) framed by the University.

A copy of guidelines and pro-forma of application is attached herewith.

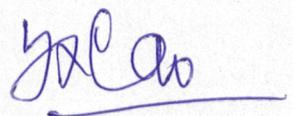
This is issued with the approval of the Hon'ble Vice Chancellor.



कुलसचिव (प्रभारी) / REGISTRAR (I/c)

Copy for information to:

1. All Deans of the Schools
2. Controller of Examinations
3. Librarian
4. Director, IQAC
5. Dean, Academic Affairs / R&D / Students' Welfare
6. All Heads / Coordinators of the Departments
7. Technical Cell I/c – For University website
8. All Employees of the University
9. PS to Vice Chancellor/ Registrar / Finance Officer
10. Concerned file / Guard file



कुलसचिव (प्रभारी) / REGISTRAR (I/c)

GUIDELINES FOR PROMOTION FROM PROFESSOR TO SENIOR PROFESSOR UNDER THE CAREER ADVANCEMENT SCHEME AS PER UGC REGULATIONS, 2018

In pursuance of the provisions of the University Grants Commission (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, as amended from time to time, the following guidelines are hereby notified for promotion from Professor (Academic Level 14) to Senior Professor (Academic Level 15) under the Career Advancement Scheme (CAS). This promotion is designed to recognize "eminent scholars" who have made significant, sustained, and high-impact contributions to their discipline and to the development of the University.

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject – experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted as per the constitution of selection Committee prescribed in Clause 5.1.IV of UGC Regulations 2018.

Below is a detailed guideline.

1. Eligibility Criteria

To be eligible for promotion to Senior Professor, a candidate must satisfy the following requirements:

- Service Requirement: He/She must have a minimum of ten years of service as a Professor at a University.
- Ph.D. Guidance: He/She must have successfully guided at least two Ph.D. students who have been awarded their degrees during the assessment period.
- Research Publications: He/She must have published a minimum of ten research papers in peer-reviewed or UGC-listed journals during the assessment period (i.e., the last 10 years as Professor).

2. Basis of Assessment

Promotion to the post of Senior Professor (Academic Level 15) shall be based on a comprehensive evaluation of the candidate's academic standing and professional contributions. This evaluation shall include:

- *Assessment of academic achievement and quality of research*, with particular emphasis on the *ten (10) best research publications* produced by the candidate during the last ten years;
- *Independent and favourable assessment by three (3) eminent subject experts*, who shall be of the rank of Senior Professor or Professor with a minimum of ten (10) years of experience, ensuring an objective and informed evaluation of the candidate's scholarly work;
- *Personal interaction with the Selection Committee*, constituted in accordance with the provisions of the *UGC Regulations, 2018*, to assess the candidate's academic vision, leadership, and overall suitability for promotion.

3. Indicative Assessment Inputs for Expert Evaluation

In addition to the above eligibility criteria, for the purpose of holistic assessment of academic eminence and leadership, the candidate shall provide relevant information on following points during the assessment period. These shall be treated as *qualitative inputs* for expert judgment:

- (A)** Research Projects Undertaken (during the assessment period)
- (B)** Consultancy Projects Completed (during the assessment period)
- (C)** Project Outcome/Output {Patent/Technology Transfer/Product/Process and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. and Central / State Govt./Local Bodies}
- (D)** National and International Fellowships/Award and Recognitions (during the assessment period)
- (E)** Details of significant contribution towards the accomplishment of the objects of the University during the assessment period
- (F)** Details of most significant contribution towards research & development (during the assessment period)
- (G)** Details of administrative appointments/duties undertaken as Dean/HOD/ Director/DSW/Proctor/Provost/Chairman–Admission Committee/ FSA/ etc. and any significant achievement accomplished under such leadership
- (H)** Outline of proposal / roadmap for teaching and research for next five years
- (I)** Vision for the development of the University for the next five years

4. Assessment Methodology

- (a) The candidate will submit the application form in the format attached as Appendix 'A' of this guideline along with the documentary evidence in support of the claims made in the application form in **TRIPPLICATE**. The application form must also accompany three set of best ten research papers published in peer-reviewed or UGC-listed journals during the assessment period (i.e., the last 10 years as Professor).
- (b) The application form will be first scrutinized by a **University Preliminary Scrutiny Committee**. The Committee will verify that the claims made by the candidate are supported by documentary evidence. The Committee will also peruse the APAR for a period of five years out of the period of ten years or for the period the candidate is in service of the present University, whichever is less. In the event of any shortfall of document, the Committee will provide reasonable time to the candidate to submit the shortfall document(s). The Committee will scrutiny the application forms and will submit a report stating that the candidate meets the eligibility criteria laid down at **para 1** above and also mention in its report the effective/proposed date of promotion.
- (c) The ten research papers published in peer-reviewed or UGC-listed journals during the assessment period (i.e., the last 10 years as Professor) along with the application form accompanying its enclosures will be sent to three eminent subject – experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The eminent experts will be nominated by the Vice Chancellor. The eminent experts will be requested to submit their review report on ten research papers and also on Indicative Assessment Inputs as laid down at **para 3** above in a sealed cover to the Vice Chancellor.
- (d) The review report received from the three eminent experts will be placed before the Selection Committee at the time of interaction/interview. The Selection Committee while submitting its recommendation will give due consideration to the reports of the eminent experts.
- (e) The recommendations of the Selection Committee will be placed before the Executive Council for consideration.
- (f) In the event a candidate is not recommended for promotion, he/she may apply again in the next eligible cycle, as per University/UGC norms.
- (g) The provisions of the UGC Regulations, 2018, including any amendments issued by the University Grants Commission from time to time, shall be applicable and shall prevail.

APPENDIX 'A'

Pro-forma for Performance Based Appraisal System (PBAS)

(to be submitted for consideration for promotion
from **Professor (Academic Pay Level-14)** to
Senior Professor (Academic Pay Level-15))

under Career Advancement Scheme under UGC Regulations, 2018)

PART-A GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Date of Birth :
3. Sex: Male/ Female
4. Father's Name:
5. Category:
6. Department:
7. School:
8. Telephone No./Mobile No.:
E-mail:
9. Permanent Address:

10. Correspondence Address:

11. Date of Joining Central University of Jharkhand in regular scale:
12. Current Designation in the Academic Pay Level :
13. Date of last Appointment/
Promotion on the present post (Professor, Pay Level-14):
14. Position and Academic Pay Level for
which you are an applicant under CAS:
15. a) Date of eligibility of promotion to Senior Professor
which you claim:

b) Assessment period: From _____ to _____

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Passport Size
Photograph

16. Academic Qualifications:

Examination	Name of the Board/ University	Year of passing	% of Marks obtained	Div./ Grade	Subjects	Encl. No.
Graduation						
Professional Graduation						
Post Graduation						
Any Other						

17. Research Degree(s)

Degree	Title	Date of Award	University	Encl. No.
M.Phil/M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M				
Ph.D./D.Phil.				
Any other				

18. Posts held prior to joining the Central University of Jharkhand:

Designation	Name of Employer	Date of		Salary with Academic Level	Reason of Leaving	Encl. No.
		Joining	Leaving			

19. Posts held after appointment at Central University of Jharkhand:

Designation	Department	Date		Salary with Academic Level	Encl. No.
		From	To		

20. Administrative appointments/duties undertaken as Dean/ HOD/ Director/ DSW/ Proctor/ Provost/ Chairman–Admission Committee/ FSA/ etc.

Designation	Department/ Section	Date		Salary with Academic Level	Encl. No.
		From	To		

21. Teaching experience	P.G. Classes (in years)	<input type="text"/>	U.G. Classes (in years)	<input type="text"/>	Encl. No. <input type="text"/>
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22. Fields of specialization:

(a)

(b)

(c)

PART-B: ACADEMIC ACHIEVEMENTS

(During the entire period of assessment)

(A) Published Research Papers in the Peer Reviewed or UGC Listed Journals:
(Please enclose the documentary evidence for your claim)

S. No.	Title with page Nos. and Vol. No.	Name of Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any.	Authorship: First/Principal/ Corresponding /Super visor/ Mentor/Co-author	No. of co-authors	Impact factor of journal as per JCR (Clarivate)	Citation	Encl. No.
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

(B) Ph.D. awarded under supervision (Two Co-supervisorship will be counted as one supervisorship):
(Please enclose the documentary evidence for your claim)

S. No.	Name of the Scholar	Title of Thesis	Subject	Date of award of Degree /Viva Voce	Encl. No.
1.					
2.					
3.					
4.					
5.					

(C) Books Published as Single Author or Co-Author/ Editor of a Book or Journal:
 (Please enclose the documentary evidence for your claim)

S. No.	Title with page nos.	Type of Book & Authorship /e-Book	Publisher & ISSN/ ISBN No.	Whether peer reviewed	Authorship: Sole Author/Co-author/Editor	No. of co-authors	Encl. No.
1.							
2.							
3.							
4.							
5.							

(D) Articles/Chapters Published in Books:
 (Please enclose the documentary evidence for your claim)

S. No.	Chapter title with page nos.	Book title & Publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether you are the first author or co-author	No. of co-authors	Encl. No.
1.							
2.							
3.							
4.							
5.							

(E) Research Projects:

(i) Sponsored Projects: (Please enclose the documentary evidence for your claim)

S. No.	Title	Agency	Period	Amount of Grant (In Lac)	Encl. No.
1.					
2.					
3.					
4.					
5.					

(ii) Consultancy Projects: (Please enclose the documentary evidence for your claim)

S. No.	Title	Agency	Period	Amount mobilized with (In Lac)	Encl. No.
1.					
2.					
3.					
4.					
5.					

(iii) Project Outcome/Output {Patent/Technology Transfer/Product/Process and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies: *(Please enclose the documentary evidence for your claim)*}

S. No.	Details of Project Outcome/Output {Patent/Technology Transfer/Product/Process and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF etc. Central / State Govt./Local Bodies}
1.	
2.	
3.	
4.	
5.	

(F) Fellowships/Awards:(Please enclose the documentary evidence for your claim)

S. No.	Details of Fellowship/Award	Whether International/ National	Encl. No.
1.			
2.			
3.			
4.			
5.			

PART-C: MISCELLANEOUS INFORMATION

(During the entire period of assessment)

(A) Outline your most significant contribution towards research:
(in 100 words)

(B) Outline your significant contribution towards the accomplishment of the objects of the University during the assessment period (in 100 words)

(C) Present your vision for the development of the University for the next five years: (in 100 words)

(D) Outline your proposal roadmap for teaching and research for next five years: (in 100 words)

PART-D: ANY OTHER INFORMATION RELATED TO ACADEMIC ACHIEVEMENT

(Please enclose the documentary evidence for your claim)

S. No.	Details
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Applicants are required to attach an updated copy of CV and full list of publications with this format.

SELF DECLARATION

I certify that the information & documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date:

Place:

Signature & Designation of the Applicant

ENDORSEMENT BY THE HOD/DEAN

Certified that Dr. _____ has been working as _____ in this Department since _____.

The particulars given in this application have been checked and verified from the office records and are found to be correct.

Signature -Head of the Dept. / Centre

(WITH SEAL)

Endorsed by the Dean of the School/Director of the Institute/Centre