

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2006 to the Teaching staff in Universities and Colleges with effect from 01.01.2006 – Orders – Issued.

---

**HIGHER EDUCATION (UE.II) DEPARTMENT**

G.O.Ms.No. 14

Dated: 20.2.2010  
Read the following:-

1. G.O.Ms.No.208, Higher Education(UE.II.1) Dept, dt. 29.6.1999.
2. G.O.Ms.No 51, Higher Education(U.E.II)Dept ., dated 7-03-2000
3. G.O.Ms.No. 90, Higher Education (CE.I) Department, dt. 30.5.2000.
4. From the Deputy Secretary, Government of India, Ministry of Human Resource Development, Department of Education, New Delhi, Letter No. 1-32/2006-U.II/U.I(1), dt. 31.12.2008.
5. From the Deputy Secretary, Government of India, Ministry of Human Resource Development, Department of Education, New Delhi, Letter No.F.3-1/2009-U.I, dt. 4.6.2009.
6. UGC Regulations dated 23.9.2009.

\*\*\*

**ORDER**

In the G.O. first read above, orders have been issued extending the revised pay scales, 1996 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education Personnel in the Universities and Colleges in the State. Further in G.Os, 2<sup>nd</sup> and 3<sup>rd</sup> read above, similar benefit was extended to the lecturers/teachers working in Govt., oriental /Private Aided oriental and Residential Degree Colleges. In the reference 4<sup>th</sup> and 5<sup>th</sup> read above, Government of India have revised the UGC scales for University and College Teachers with effect from 1.1.2006.

2. In the letter 4<sup>th</sup> read above, it is stated, among other things, that the Govt. of India have decided to continue to provide financial assistance to the State Governments who wish to adopt and implement the revision of pay scales subject to the following terms and conditions:-

- a) The Central Government will provide financial assistance to the State Governments, which have opted for these revised pay scales, to the extent of 80% of the additional expenditure involved in the implementation of the revision.
- b) The State government will meet the remaining 20% of the expenditure from their own sources.
- c) The financial assistance, indicated above, would be provided for the period from 1.1.2006 to 31.3.2010.
- d) The entire liability on account of revision of pay scales, etc., of University and college teachers would be taken over by the State government w.e.f. 1.4.2010.
- e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 1.1.2006.

3. The Govt. of India have also stated as follows:-

- i) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/scales of pay from a date on or after 1.1.2006; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the

Central Government and not to any higher scale of pay fixed by the State Government(s);

- ii) Payment of Central assistance for implementing this Scheme is also subject to the conditions that the entire Scheme of revision of pay scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented and scales of pay mentioned herein above.

4. The State Government of A.P. vide G.O.Ms.No. 106, Higher Education (UE.II) Department, dt. 1.8.2009 have constituted a Committee to examine and make an in-depth study of the issues related to the implementation of the UGC Pay Scales, 2006 to the teaching staff of the Universities and Colleges. The Committee submitted its report to the State Government on 6.11.2009.

5. After careful consideration of the revised U.G.C. Scales and the suggestions of Government of India, and the recommendations of the Committee, the State Government of A.P. have decided for implementation of U.G.C. Revised Pay Scales, 2006 to University and College Teachers with effect from 1.1.2006 in the State, as shown in the Schedule to this order.

**6.Short title:** These pay scales shall be called the Andhra Pradesh Revised U.G.C. Scales of Pay, 2006.

**7. Coverage and applicability:-**

1. The UGC Revised Pay Scales, 2006 are applicable to the University and College Teachers, Librarians, Directors of Physical Education admitted to the privileges of the Universities.
2. The scales shall be applicable to the faculty of all the State funded universities established through State Act and receive Block Grants, Government and Aided Colleges, where UGC Scales of pay of 1996 were implemented/ extended.
3. These orders also applicable to such of institutions to follow the norms/regulations prescribed by UGC/their respective National Councils, provided the qualifications and other criteria are not lower than those prescribed by the UGC Regulations.
4. These scales are applicable to those university and college teachers who were under the UGC scales of pay as on 1.1.2006 and recruited thereafter and fulfilled all the eligibility criteria laid down by the UGC for the purpose in the UGC Revised Pay Scales ,2006
5. The UGC Revised Pay Scales, 2006 are not applicable to the teachers who were in the scales other than UGC and came into the UGC Scales after 1.1.2006, by option.
6. Those teachers who were given UGC Revised Pay Scales of 1996 with conditions to fulfill within a time frame but failed to fulfill the same will not be eligible for the UGC Revised Pay Scales 2006 until they fulfill the conditions. They may be given the new scales prospectively as and when they fulfill the conditions. Further, the UGC Revised Pay Scales 2006 shall not be extended with conditions for ineligible teachers.
7. The non-Teaching cadres like Registrars, Controller of Examinations and Finance Officers etc., in respect of the state funded institutions, should continue to be governed by the existing service conditions and state pay scales as approved by the Universities. And these scales are not applicable to the

teachers who are drawing the UGC Scales of Pay and occupy these posts on deputation or transfer.

8. Separate orders will be issued to the retired university and college teachers on implementation of UGC Revised Pay Scales, 2006.

**8. Date of effect:**

These pay scales come into effect from 1.1.2006.

**9. Pay Scales and Pay Fixation Formula:**

- a. The Pay Scales prescribed for UGC Revised Pay Scales 2006 as per Fitment Tables **annexed** shall be implemented.
- b. The pay of all eligible university and college teachers in the UGC Scales of Pay as on 1.1.2006 shall be fixed at the corresponding pay in the UGC RPS 2006 as per the Fitment Tables annexed with effect from 1.1.2006. The scales shall be implemented to those teachers who were recruited thereafter subject to fulfillment of all the eligibility criteria laid down by the UGC for the purpose from the date of their appointment.
- c. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- d. Each advance increment shall be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- e. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes, Regulations of increment on promotion from lower Pay Scale to higher Pay Scale, however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.
- f. The date of next increment i.e., the date of annual increment, in all cases, shall be the first of July. Employees completing six months and above in the scale as on July 1<sup>st</sup> shall be eligible.
- g. All other applicable allowances and the non-compounded advance (incentive) increments shall be implemented from 1.9.2008.

**10. Payment of arrears:-**

- i. The arrears of pay payable to the employees covered by these rules from 1.1.2006 to 31.12.2009 shall be credited to the Provident Fund Account of the Teachers which will carry normal rate of Interest as applicable to the Provident Fund. The said interest on arrears is payable from the date of remittance of arrears in G.P.F. till they are paid. Out of arrears amount so credited, 80% will be permitted to be withdrawn after the amount is received from the Government of India and the balance 20% will continue to remain in the Provident Fund.
- ii. In the case of staff of Private Aided Degree Colleges also who are not covered by P.F., the Correspondents/Special Officers are requested to purchase National Saving Certificates in the name of Staff Members concerned only after receipt of amount from Government of India
- iii. The arrears from 1.1.2006 to 31.12.2009 shall be credited to the Head of Account: I. Small Savings, Provident funds etc., (b) Provident Funds, 8009 – State Provident Funds, 01 – Civil, MH.101. General Provident Funds, SH(03) 'Compulsory Savings scheme' under "Public Account" in respect of such of the employees who were recruited on or after 1.9.2004 and are governed by the Contributory Pension Scheme and do not have G.P.F. account, and withdrawal will be allowed as mentioned in Para 10(i) above.

- iv. In respect of employees who have already retired from service or died while in service on or before 31.12.2009 the arrears shall be disbursed in cash.

**11. Procedure for crediting the arrears:-**

The arrears on Implementation of A.P. Revised UGC Scales of Pay, 2006 from 1.1.2006 to 31.12.2009 shall be credited to "MH.8005-State Provident Fund - 60 -Other Provident Funds - 103 - Other Miscellaneous Provident Funds - SH(01) - Compulsory Savings Scheme for University Employees". The Registrar of University/Director of Collegiate Education shall get the pay fixation statement pre-audited by the respective audit authorities of the University/Director of Local Fund Audit before the pay is admitted in the Revised Pay Scales. The arrears payable for all the employees from 1.1.2006 to 31.12.2009 shall be arrived at and then the total sum payable for all the employees so computed shall be deposited to the Government account referred to at para (10) above. The Registrar of University / Commissioner of Collegiate Education shall furnish an intimation to each employee in Annexure-III to this order to be presented at the time of payment of arrears. The Pay & Accounts Officer in case of Universities/Colleges situated in the Twin Cities of Hyderabad/Secunderabad and Dist. treasury Officer / Sub-Treasury Officer in respect of Universities/Colleges situated in District concerned shall calculate the interest at normal rate per annum from the date of remittance in the Provident Fund account on the amount so credited to Government and arrange payment to the Registrar or Director of Collegiate Education as the case may be. For this purpose the Registrar or director of Collegiate Education shall attach a Schedule as indicated in Annexure-II to this order to the challan in which the amount of arrears from 1.1.2006 to 31.12.2009 including accrued from 01.01.2010 for all employees is to be credited to Government Account. Annexure-I is the most important document for the reconciliation of the amount so credited to the Government Account and it is necessary for the purpose of drawal after 1.1.2010 of retirement or death if earlier. The Annexure shall be attested by the Registrar/Commissioner of Collegiate Education with his name and designation and the concerned Pay & Accounts Officer / District Treasury Officer/Sub-Treasury Officer. The PAO/DTO/STO shall retain one copy of the Annexure-II and return the other copy to the Registrar/Commissioner of Collegiate Education duly attested. This should be retained safely by PAO/ DTO/ STO as well as the Registrar / Commissioner of Collegiate Education for further verification.

**12. Withdrawal of arrear amount:-**

When the amount of arrears becomes payable together with interest in accordance with these instruction, the Registrar/Commissioner of Collegiate Education who has drawn the arrears and who is the custodian of Annexure-II shall prefer the claim to the PAO / DTO / STO who admitted the credit originally and who is having the details in Annexure-II. The claim should indicate the amounts of arrears and interest distinctly. After reconciliation with the PAO / DTO / STO the claim admitted shall be rounded off in Annexure-II with the particulars i.e., voucher number etc., in which it is admitted. Both the Registrar as well as PAO / DTO / STO shall round off the claim and indicate the amount of interest allowed against each item together with Voucher Number / Token Number in which the claim is admitted.

**13. Service Conditions :**

After considering the recommendations of U.G.C. and after taking into consideration the recommendation of the Six Member Committee, the Government have decided that the service conditions of Teachers like

recruitment and qualifications, selection procedure, career advancement, teaching days, work load, code of professional ethics, accountability etc., shall be as indicated in the Appendix to this order. The same shall be implemented by all Universities and C.C.E. with in a time frame of three months from the date of issue of this order by amending necessary Statutes, Ordinances, Rules and Regulations.

14. The Commissioner of Collegiate Education is requested to ensure that these orders are communicated to all the College teachers who are governed by these orders including those on leave or deputation and obtain individual acknowledgment as Government will not, under any circumstances, entertain any representation with regard to exercise of option after expiry of the stipulated time.
15. The expenditure on the implementation of the revised scales shall be initially be met from out of the savings under Major Head "2202-General Education-03-Universities and Higher Education (Plan)"-MH-102-Assistance to Universities and shall be debited to the relevant sub-head of appropriation under" 2202-General Education". The Commissioner of Collegiate Education is also requested to ensure reimbursement from the Government of India.
16. On account of implementation of 2006 U.G.C. scales of pay w.e.f. from 1.1.2006, the State Government of A.P. shall make a claim towards central assistance to the extent of 80% of the additional expenditure involved immediately for the period from 01.01.2006 to 31.03.2010
17. Anomalies if any in the implementation of the scheme should be brought to the notice of Government for clarification.
18. This order issues with concurrence of Finance (Expr.HE) Department vide their U.O No. 793/78/Expr.HE/2010, dated: 18.2.2010.

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

C.R. BISWAL  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Commissioner of Collegiate Education, A.P., Hyderabad.  
The Chairman, A.P. State Council of Higher Education, Hyderabad  
The Director of Local Fund Audit, A.P., Hyderabad.  
The Director of Information and Public Relations, A.P. Hyderabad.  
The Director, Govt. of India, Ministry of H.R.D., Dept. of  
Education, New Delhi.  
The Deputy Secretary, University Grants Commission, New Delhi.  
The Director of Printing, S.S & Purchases, Chanchalguda, Hyderabad  
The Director of Treasuries & Accounts, .A.P., Hyderabad.  
The Registrars of all universities in the State.  
The Registrar, J.N.T.U, Hyderabad.  
The Registrar, J.N.T.U, Kakinada.  
The Registrar, J.N.T.U, Ananthapur  
The Registrar, J.N, Architecture & Fine Arts University, Hyd  
The Registrar, Acharya N.G Ranga Agricultural University, Hyderabad.  
The Registrar, Sri Venkateswara Veterinary University, Tirupati  
The Registrar, A.P. Horticultural University, Venkataramanna Gudem, W.G. Dist.  
Copy to  
The Pay & Accounts Officer, A.P. Hyderabad.  
The Accountant General, A.P. Hyderabad.  
The Secretary, A.P. State Council for Higher Education, Hyderabad.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
All Recognized Teachers Associations in A.P.,  
The Secretary, A.P. Residential Education Institutions Society, Hyd

Finance (Expr-He)Dept.  
Law Dept.  
PS to Principal Secretary to C.M  
PS to Minister for Higher Education  
PS to Chief Secretary  
All Section in Higher Education Department  
SF/SC

**//FORWARDED::BY ORDER//**

**SECTION OFFICER**

**APPENDIX-I**  
**(G.O.Ms.No. 14 Higher Education (UE.II) Dept.dt. 20-2-2010)**

**1)General**

(i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.

(ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.

(iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.

(iv) Posts of Professors shall be created in under-graduate (UG) colleges as well as in post-graduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of posts of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC.

(v) Up to 10% of the posts of Professors in universities shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the UGC.

(vi) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

**Pay Scales and Pay Fixation Formula**

- a. Implementation of the Pay Scales prescribed for UGC Revised Pay Scales 2006 in the MHRD Notification/UGC Regulations and The Fitment Tables as given in the Appendix-II.
- b. The pay of all the eligible university and college teachers in the UGC Scales of Pay as on 1.1.2006 may be fixed at the corresponding pay in the UGC RPS 2006 as per the Fitment Tables notified by the MHRD, with effect from 1.1.2006. The Scales may be implemented to those teachers who were recruited thereafter subject to fulfillment of all the eligibility criteria laid down by the UGC for the purpose from the date of their appointment.

- c. The rate of increment may be as per UGC Regulations
- d. The date of next increment may be as per the 6<sup>th</sup> CPC recommendations, i.e., the date of annual increment, in all cases, shall be the first of July. Employees completing six months and above in the scale as on July 1<sup>st</sup> shall be eligible.
- e. All other applicable allowances and the non-compounded advance (incentive) increments shall be implemented from 1.9.2008.

**Recruitment and qualification :-** The Recruitment and qualification as given in the Appendix-III below.

The relaxation given by the UGC Regulation for universities, in respect of subjects where the NET/SLET is not conducted and non availability of sufficient number of NET/SLET qualified candidates may be sparingly allowed for rare subjects. However, in case of college teachers such relaxation shall not be permitted as there are no rare subjects in colleges.

### **Increments**

- a. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- b. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes, Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.
- c. In respect of the date of annual increment, in all cases, it will be the first of July. Employees completing six months and above in the scale as on July 1 will be eligible. The norms are as per the 6<sup>th</sup> CPC Recommendations.

### **Allowances:**

- a. In respect of all allowances, except DA & HRA, state rules may be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented.
- b. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

### **c. LEAVE RULES:**

The committee has recommended that the existing leave rules may be followed by the universities and colleges for its teachers from time to time.

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers as indicated below:



1. Leave admissible to permanent teachers:

"The following kinds of leave would be admissible to permanent teachers;

- (i) Leave treated as duty, viz;  
Casual leave:  
Special casual leave: and Duty leave
- (ii) Leave earned by duty, viz;  
Earned leave;  
Half pay leave; and  
Commutated leave
- (iii) Leave not earned by duty, viz;  
Extraordinary leave; and  
Leave not due;
- (iv) Leave not debited to leave account
  - (a) Leave for academic pursuits, viz;  
Study leave; and  
Sabbatical leave/Academic leave
  - (b) Leave on grounds of health, viz; Maternity Leave;

**QUARANTINE LEAVE**

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose,

**CASUAL LEAVE**

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays, Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

**SPECIALCASUAL LEAVE**

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a University/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.

---

Note:

- (i) In computing the ten days" leave admissible. The days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
  - (ii) In addition, special casual leave to the extent mentioned below may also be granted;
    - (a) To undergo sterilization operation (Vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and-
    - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
  - (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
-

## **DUTY LEAVE**

- (i) Duty leave may be granted for:
  - (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the university;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor.
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University grants Commission, a sister university or any other academic body, and .
  - (e) For performing any other duty for the University.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half Pay leave or extraordinary leave.

## **EARNED LEAVE**

- (i) Earned leave admissible to a teacher shall be:
  - (a)  $1/30^{\text{th}}$  of actual service including vacation; plus
  - (b)  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation,

### **NOTE**

- (i) for purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave or a portion thereof is spent outside India.

#### **Note -1**

When teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay, which may be included in the particular period of leave.

#### **Note - 2**

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

#### **Note.3**

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Government.

### **HALF-PAY LEAVE**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from registered medical practitioner, for private affairs or for academic purposes.

Note:- A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave,

### **COMMUTED LEAVE**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

### **EXTRAORDINARY LEAVE**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on the basis of medical certificates:
- (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
- (c) Leave taken for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual

(iv) The authority empowered to grant leave may commute retrospectively periods of absence with out leave into extraordinary leave.

### **LEAVE NOT DUE**

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the period of service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) Leave not due shall not be granted unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(III) A teacher to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as a pay and allowances for the period not earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned

#### **STUDY LEAVE**

(i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council / Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

(a) the person is a teacher on the date of the application; and (b) there is no break in service.

(ii) Study leave shall be granted by the Executive Council / Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council / Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

(iii) Study leave shall not be granted to a teacher who is due to retire Within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

(vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

(vii) The amount of scholarship, fellowship other financial assistance that a teacher granted study leave, has been awarded will not preclude his / her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into accounting determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the

cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation; provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his / her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he / she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the university on the expiry of his / her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/herself of study leave shall undertake that he /she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the university, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause (xii) (xiv) above and give security of immovable property to the satisfaction of the Finance Officer / Treasurer of a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his / her studies from his / her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

### **SABBATICAL LEAVE / ACADEMIC LEAVE**

(i) Permanent, whole-time: teachers of the university who have completed seven years of service as Lecturer Selection Grade / Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself / herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his/her proceeding on sabbatical leave .

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council / Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowance.

Note - I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant leave.

Note - II : On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

**MATERNITY LEAVE**

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

**Paternity Leave:**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

**Adoption Leave:**

Adoption leave may be provided as per the rules of the Central Government

**Duty Leave:** Duty leave should be given also for attending meetings in the UOC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.

**Teaching Days:**

- a. The Universities/Colleges must adopt at least 180 working days, i.e., there shall be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks shall be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week.
- b. The above is summarized in the following table
- c.

	<b>University</b>	<b>College</b>	<b>University *</b>	<b>College *</b>
Teaching and Learning process	30 weeks (180 days)	30 weeks (180 days)	36 weeks (180 days)	36 weeks (180 days)
Admissions/Examinations/Preparation for examinations	12	10	8	8
Vacation	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

- In case of 5-day weeks
- d. The Govt. may evolve a mechanism to ensure the minimum number of teaching days in every institution.

#### **Superannuation & Re-employment of Teachers**

- a. The existing age of superannuation of teachers in the state universities and colleges, shall apply from time to time.
- b. The Govt. examine the enhancement of age of superannuation of the teachers separately.
- c. The existing guidelines on the re-employment of the superannuated teachers may be reviewed in the light of the UGC Regulations.

#### **Pension, Gratuity and other Service Related Benefits**

- a. The state rules shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Pay Scales on par with the State Govt. Employees from time to time.
- b. The Gratuity given to the other State Govt. employees may be extended to those who are drawing UGC Pay Scales.

#### **Consultancy Assignments**

The consultancy rules, terms & Conditions and model of revenue sharing between institutions and consultant teachers shall be as per the UGC consultancy rules to be provided separately .

#### **Counting of Past Service**

- a) Previous regular service, whether national or international, as Asst. Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted for placement of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III – Table No.II provided that:
  - b) The essential qualifications of the post held were not lower than the qualifications prescribed by UGC for Assistant Professor, Associate Professor and Professor as the case may be.
  - c) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor(Reader) and Professor.
  - d) The candidate for direct recruitment has applied through proper channel only.
  - e) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
  - f) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
  - g) The previous appointment was not an ad hoc or in a leave vacancy

### **Period of Probation and Confirmation:**

The existing rules shall be continued .

(1) Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of (1 ) One more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.

(2) It is optional for the Universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions, it is optional for the university to decide on confirmation at any time of appointment to the end of the statutory period of probation.

(3) The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.

(4) Since the time required for Career Advancement has now been reduced, an extension may be provided till 30.06.2009 to all candidates for completing refresher course.

### **Revised Scales of Pay to Tutors and Demonstrators**

The corresponding scale in the scales recommended by the 6<sup>th</sup> CPC be implemented to the Tutors and Demonstrators in Govt. and Aided Colleges in the State. The pre-revised scale of Tutors and Demonstrators is Rs.5500-175-9000 and the corresponding Scale of 6<sup>th</sup> CPC is Pay Band: 9300-34800 with AGP 4200. Except Pay and DA all the other conditions and benefits may be extended as per the State Govt. Rules.

### **Workload**

- a. The workload of the teachers in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in the University/College. Direct teaching-learning process hours shall be as follows:

Assistant Professor	16 hours
Associate Professor, & Professor	14 hours

- b. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension and administration. A minimum of 6 hours per week may have to be allocated for research activities of the teacher.
- c. However, in respect of college teachers, the existing 18 hours of classroom teaching may be continued.

### **Code of Professional Ethics:**

The university and college teachers shall follow the code of professional ethics in discharging their duties. The Universities and Government may review the existing codes and modifications may be made, if necessary. A mechanism may be evolved for ensuring observance of professional ethics in the institutions.



### **Accountability**

The issue of teacher accountability requested to evolve a mechanism for enforcing accountability on the part of the university and college teachers it will be issue by separately

### **Service Agreement**

- a. At the time of recruitment in Universities and Colleges, a service agreement shall be signed between the University/College and the teacher concerned and a copy of the same shall be deposited with the Registrar/Principal.
- b. The self-appraisal or any other performance appraisal methodology shall form a part of the service agreement/Record.

### **Applicability of the Schemes Regulations**

- a. UGC Regulations shall be applicable to teachers and other equivalent cadres of Library and Physical Education in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in these Regulations, framed by the UGC. Universities implementing these Schemes/Regulations shall have to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of the Notification of these Regulations.
- b. These Regulations shall be extended to universities, colleges and other higher educational institutions coming under the purview of State legislature, subject to adherence of the terms and conditions laid down in the MHRD Notifications.

### **Amendment to Service Rules :**

The Committee strongly recommends that while issuing orders for implementation of UGC Revised Pay Scales 2006 and other conditions, the service, recruitment and other rules governing university and college teachers be amended immediately to give effect to these new rules wherever required in accordance with the UGC Regulations.

**C.R.BISWAL**  
**PRINCIPAL SECRET TO GOVERNMENT**

**APPENDIX-II**  
**(G.O.Ms.No. 14 Higher Education (UE.II) Dept.dt. 20-2-2010)**

**Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:**

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

**(a) Assistant Professor/Associate Professors/Professors in Colleges & Universities**

(i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.

(ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7000.

(iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

(iv) Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

(v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC in these Regulations

(vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the un-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

(vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the UGC, to move up to the AGP of Rs. 8000.

(viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

(ix) Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.

(x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.

(xi) Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor in the manner described in (xi. x) above.

(xii) The incumbent Reader who is selected on or after 1.1.2006, shall be redesignated as Associate Professor from the date of his/her selection, and will be placed in the Pay Band IV of Rs.37400-67000 with AGP of Rs. 9000.

(xiii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

(xiiii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D.degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and if any by the university. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

(xiv)The incumbent Readers who have completed 6 years as Reader/Associate Professor on or after 1.1.2006, shall be eligible for promotion as Professor and to be placed in the Pay Band IV of Rs.37400-67000 provided one earns the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations.

(xv)In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to (xviii).and (xviii) of these Regulations. as given below.

(xvi) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

(xvii) . Ten percent of the posts of Professors in a university shall be in the higher AGP of Rs.12000, however, teachers promoted to the posts with higher AGP of Rs.12000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12000, shall be a minimum of 10 years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16400- 22400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000/- on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee; As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards /honours / recognitions / patents & IPR on products & processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D etc., The selection is to be conducted by the university by receiving PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted along with duly filled PBAS proforma by eligible Professors as stipulated in Table-II(A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

(xviii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates

in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education to those who are entitled for grant of advance increments for having acquired Ph. D/M. Phil/M. Tech etc.,

**(b) Professors in Under Graduate and Post Graduate Colleges:**

(xviii) Ten percent of the number of sanctioned posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by merit promotion from among eligible Associate Professors of the relevant department of the Under Graduate College. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for merit promotion or direct recruitment/ deputation is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system shall be followed starting with promotions. The direct recruitment quota shall be rotated in an alphabetical order.

(xix) There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota System' shall be followed starting with promotion. The direct recruitment quota shall be rotated in an alphabetical order.

**(C) PAY SCALES OF PRINCIPALS IN COLLEGES:**

**1. PRINCIPAL OF UNDER GRADUATE COLLEGES:**

Appointments to the posts of Principal in Under Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in these Regulations, using the API scoring system and PBAS methodology developed. The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.2000 per month and shall also be fixed at a stage not below Rs.43,000 as in the directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000

**.2. PRINCIPAL OF POST GRADUATE COLLEGES:**

Appointments to the posts of Principal in Post Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in these Regulations, using the API scoring system and PBAS methodology developed.. Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.3000 per month and shall also be fixed at a stage not below Rs. 43000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000.

**(d) PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS ETC.**

**1 ASSISTANT UNIVERSITY LIBRARIAN / COLLEGE LIBRARIAN:**

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs.8000- 13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.

**.2 ASSISTANT UNIVERSITY LIBRARIAN (SR. SCALE) / COLLEGE LIBRARIAN (SR. SCALE):**

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher AGP of Rs.7000 with the Pay Band of Rs.15600-39100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs.7000.
- (iv) After completing service of 6 years in the AGP of Rs.6000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, move to the higher AGP of Rs.7000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be fixed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000 at an appropriate stage based on their present pay.

**3. DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN (SELECTION GRADE) / COLLEGE LIBRARIAN (SELECTION GRADE):**

- (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.8000
- (ii) On completion of service of 5 years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- (iii) After completing 3 years in the Pay Band of Rs.15600-39100 with an AGP of Rs.8000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs.37400-67000 and AGP of Rs.9000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations, as per clause: 6.3.1 and 6.3.2.
- (iv) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, as per clause 6.3.1 and 6.3.2, shall also be eligible for being placed in the AGP of Rs.8000.
- (v) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300 on 01.01.2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher Pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15600-39100 with AGP of Rs.8000. They shall move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs.8000.
- (viii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for direct recruitment to the post of Deputy Librarian.

**4. LIBRARIAN (UNIVERSITY):**

- (i) The post of Librarian shall be in the Pay Band of Rs.37400-67000 with the Academic Grade Pay of Rs.10000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University)
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a PhD qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs.37400-67000 with AGP of Rs.10000
- (e) PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR PHYSICAL EDUCATION PERSONNEL**
- 1. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION (ASSISTANT DPE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (COLLEGE DPE):**
- (i) The Assistant Director of Physical Education / College DPE in the pre-revised pays scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) Pay of Incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000, in accordance with the 'fixation formula' provided in Appendix-II
- (iii) All conditions of eligibility and academic qualifications laid down by the UGC in these Regulations, shall be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.
- .2. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DPE (SENIOR SCALE):**
- (i) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs.10000 – 15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall move to higher AGP of Rs.7000 in the Pay Band of Rs.15600-39100 as per clause 6.3.1 and 6.3.2.
- (iii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing M.Phil. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of the five years in the AGP of Rs.6000, be eligible for the higher AGP of Rs.7000 on satisfying the API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations as per clause 6.3.1 and 6.3.2.
- (iv) Assistant Directors of Physical Education / College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education / College DPE in the AGP of Rs.6000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations shall be placed in the AGP of Rs.7000 as per clause 6.3.1 and 6.3.2.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the 'fixation formula' provided in Appendix-II
- .3. DEPUTY DIRECTOR OF PHYSICAL EDUCATION / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE)**
- (i) After completing service of five years in the Pay Band of Rs.15600-39100 with the AGP of Rs.7000 and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant Director of Physical Education (Senior Scale) / College DPE (Senior scale) shall move to AGP of Rs.8000 in the Pay

band of Rs.15600-39100. They shall be designated as Deputy Director of Physical Education / Assistant DPE (Selection Grade) / College DPE (Selection Grade), as the case may be.

- (ii) After completing service of three years in the Pay Band of Rs.15600-39100 and the AGP of Rs.8000 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, Deputy DPE/Assistant DPE (Selection Grade) College DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs.9000. They shall continue to be designated as Deputy DPE/Assistant DPE (Selection Grade) / College DPE (Selection Grade)
- (iii) All incumbents to the post of Deputy DPE/Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least 3 years in the unrevised pay scale of Rs.12000-18300 as on 01-01-2006 shall be eligible to be fixed in the Pay Band of Rs.37400-67000 with AGP of Rs.9000.
- (iv) All incumbents to the post of Deputy DPE /Assistant DPE (Selection Grade/ College DPE (Selection Grade) whose services in the unrevised pay scale of Rs.12000-18300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs.8000 in the pay band of Rs.15600-39000 till they complete the required service of 3 years as Deputy DPE / ADPE (Selection Grade) / College DPE (Selection Grade) in the unrevised pay scale.
- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs.8000 in the Pay Band of Rs.15600-39100, and after completing three years of service directly recruited Deputy DPE and equivalent shall move to Pay Band Rs.37400-67000 with AGP of Rs.9000.

#### **.4. DIRECTOR OF PHYSICAL EDUCATION (UNIVERSITY):**

- (i) Post of Director, Physical Education in Universities shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000.
- (ii) Post of Director, Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e., the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC in these Regulations, shall be the eligibility for recruitment.
- (iii) Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37400-67000 as per 'fixation formula' provided in appendix-II

#### **(f). SELECTION AND PAY SCALES OF PRO-VICE CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:**

##### **PRO-VICE-CHANCELLOR:**

1. The Pro-Vice-Chancellor may be a whole time officer of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.
2. The Pro-Vice-Chancellor shall hold office for a period which is co-terminus with that of Vice-Chancellor. These Regulations, for selection of Pro- Vice- Chancellor shall be adopted by the concerned University through their Act/Statute.
- 3.. The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000 or Rs.12000 as the case may be, along with a Special Allowance of Rs.4000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs.80000.



#### **4.. VICE CHANCELLOR:**

- i) Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academic, with a minimum of 10 years experience as Professor in a University system or 10 years experience in an equivalent position in a reputed research and / or academic administrative organization.
- ii) The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public notification or nomination or a talent search process or a combination of all these processes. The members of the above Search Committee shall be persons of national eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance adopting a transparent process.

In respect of State and Central Universities, the following shall be the constitution of the Search Committee.

- i. a nominee of the Visitor/Chancellor, who should be the Chairperson of the Committee.
- ii. a nominee of the Chairman, University Grants Commission.
- iii. a nominee of the Syndicate/ Executive Council / Board of Management of the University.

The Visitor/Chancellor shall appoint the Vice-Chancellor out of the Panel of names recommended by the Search Committee.

- iii) The emoluments and other conditions of service of the Vice-Chancellor shall be prescribed in the Statutes of the Universities concerned in conformity with these UGC Regulations.
- iv) The term of office of the Vice Chancellor in Central /State Universities shall be five years and shall not hold office beyond 70 years of age. There shall not be a reappointment of the Vice Chancellor for the second term in the same University. However, appointment for another term as Vice Chancellor is admissible in other Central/State University which shall be subject to the performance evaluation of the candidate during his/her previous term by the search committee and credibility/integrity report from the appropriate agencies.
- v) The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.
  - (i) The Universities/State Governments shall modify or amend the relevant Act/Statutes of the Universities concerned within 6 months of adoption of these Regulations.
  - (ii). The posts of Vice-Chancellor shall carry a fixed pay of Rs.75000 along with a Special Allowance of Rs.5000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the concerned university shall be applicable besides the pay and special allowance.

#### **(g) INCENTIVES FOR Ph.D / M.Phil AND OTHER HIGHER QUALIFICATION:**

- (i) Incentives for Ph.D./M.Phil. and other higher qualifications:
- (ii). Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

- (iii)** M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iv)** Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/ M.Arch / M.E /M.V.Sc/M. Pharma/ M.D./ Physiotherapy/Occupational Therapy, etc. recognized by the relevant statutory body / council, shall also be entitled to 2 noncompounded advance increments at the entry level.
- (v)** (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work and evaluation, etc.
- (ii) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Schemes Regulations or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (vi)** In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vii)** Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which compiles with the entire process, including that of enrolment as prescribed by the UGC.
- (viii)** Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- (ix).** Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- (x)** (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Schemes Regulations or having already undergone course-work, if any, as well as evaluation, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xi)** In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the

Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

- (xii)** Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three noncompounded increments on award of Ph.D. while in service only if such enrolment is with a university which complied with the entire process, including that of enrolment as prescribed by the UGC.
- (xiii)** Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- (xiv)** Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education / College Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.
- (xv)** Persons in posts of Assistant Director of Physical Education / College DPE or higher positions acquiring the degree of Ph.D. in the discipline of physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (xvi)** However, persons in posts of Assistant Director of Physical Education / College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Schemes Regulations or having been enrolled for Ph.D. in Physical Education have already undergone course -work, if any, as well as evaluation, and only Notifications in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xvii)** In respect of every other case of persons in the posts of Assistant Director of Physical Education / College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (xviii)** . Assistant Director of Physical Education / College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service, only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xix)** Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education / College DPE with M.Phil. degree in Physical Education at the entry level. Assistant Director of Physical Education/College DPE and those in higher positions acquiring M.Phil. Degree in Physical Education at any time during the course of their service shall be entitled to one advance increment.
- (xx)** Not withstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level in the earlier Schemes /Regulations

shall not be entitled to the benefit of advance increments under this Schemes/ Regulations.

- (xxi)** Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under this Schemes Regulations.
- (xxii)** For posts at the entry level where no such advance increments were admissible for possessing PhD/M. Phil under the earlier Schemes Regulations, the benefit of five advances for possessing PhD/M. Phil shall be available to only those appointments which have been made on or after the coming into force of this Schemes Regulations.

-----&&&&-----

FITMENT TABLE – 1

- (i) Incumbent Assistant Professor
- (ii)** Incumbent Assistant Librarian / College Librarian
- (iii)** Incumbent Asst. Director of Phy. Edu./College Director of Physical Education.

<b>Pre-revised scale Rs. 8000-275-13500 (Group A entry)</b>		<b>Revised Pay Band+AGP Rs. 15600-39100+AGP 6000</b>	
<b>Pre-revised Basic Pay</b>	<b>Revised Pay</b>		
	<b>Pay in the Pay band</b>	<b>Academic Grade Pay</b>	<b>Revised Basic Pay</b>
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

FITMENT TABLE – 2

- (1) Incumbent Assistant Professor [Formerly Lecturer (Sr.Scale)]
- (2) Incumbent Assistant librarian (Sr.Scale)/College Librarian (Sr.Scale)
- (3) Incumbent Asst. Director of Physical Edu. (Sr.Scale)/College DPE (Sr.Scale)

Pre-revised scale Rs. 10000-325-15200		Revised Pay Band+AGP Rs. 15600-39100+AGP 7000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090

FITMENT TABLE – 3

- (i) Incumbent Readers and Lecturers (SG) with less than 3 years of Service
- (ii) Incumbent Dy. Librarian/Asst. Librarian (SG) / College Librarian (SG) with less than 3 years of Service
- (iii) Incumbent Dy.DPE/Asst. DPE(SG)/College DPE (SG) with less than 3 years of Service

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + AGP Rs. 15600-39100+AGP 8000	
Revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

FITMENT TABLE -4

- (I) Incumbent Readers and Lecturers (SG) with 3 years of Service  
 (II) Incumbent Dy. Librarian/Asst. librarian (SG) /College Librarian (SG) with 3 years of Service.  
 (III) Incumbent Dy.DPE/Asst. DPE(SG)/College DPE(SG) with 3 years of Service.

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band+AGP Rs. 37400-67000+AGP 9000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700



FITMENT TABLE – 5

- (I) Incumbent Professor in Colleges and Universities
- (II) Incumbent Principals of PG Colleges
- (III) Incumbent Librarian (University)
- (IV) Incumbent Director of Physical Edu. (University)

Pre-revised scale Rs.16400-450-20900-500-22400 (S27 and S29)		Revised Pay Band + AGP	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

FITMENT TABLE -6

Incumbent Principals of U.G Colleges

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + Academic Grade Pay Rs.37400-67000+AGP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
12840	37400	10000	47400
13260	37400	10000	47400
13680	37400	10000	47400
14100	37400	10000	47400
14520	37400	10000	47400
14940	38530	10000	48530
15360	38530	10000	48530
15780	39690	10000	49690
16200	39690	10000	49690
16620	40890	10000	50890
17040	40890	10000	50890
17460	42120	10000	52120
17880	42120	10000	52120
18300	43390	10000	53390
18720	43390	10000	53390
19140	44700	10000	54700
19560	44700	10000	54700

## APPENDIX-III

(G.O.Ms.No. 14 Higher Education (UE.II) Dept.dt. 20-2-2010)

### RECRUITMENT AND QUALIFICATIONS

- 3.1.0** The direct recruitment to the post of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the guidelines prescribed under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.
- 3.2.0** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission in these Regulations.
- 3.3.0** The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.
- 3.3.1.** NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions. Provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions".
- 3.3.2** Reference to Ph.D-s in these Regulations shall be taken as a doctoral degree from a University following the above UGC Regulations of 2009 regarding registration process, course work, and evaluation process with effect from the date of issue of such guidelines by UGC. The exemption from NET/SLET/SET will not be applicable to Ph.D degrees awarded by the universities who have not adopted and followed the above UGC Regulations of 2009, provided the Universities have adopted the guidelines issued by UGC from time to time to accord exemption of the Ph.D. degree holders from acquiring a pass in NET/SLET/SET.
- 3.3.3** NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted. Any relaxation in the prescribed qualification, including the NET exemption, can be made only by the University Grants Commission in a particular subject in which NET/SLET/SET is not conducted.

Such relaxation would be based on the application made by only the affected universities for the specified subject(s) and for a specified period based on sound justification.

Provided in case of State Universities, where NET/SET/SLET qualified candidates are not available, the concerned Universities may grant exemption only with the concurrence of the respective State Government.

Provided further in case of Central Universities such exemption can be granted by the concerned University only with the concurrence of the UGC.

Provided further that exemption so granted in both the cases stated above, shall be subject to the condition that the candidates shall acquire their NET/SLET/SET qualification, preferably within a period of 2 years, failing which they shall not be eligible for any increments in their pay scales and for seniority for the years of service rendered by them without such qualifications. The eligibility for increments and service seniority shall become operational from the date of qualifying for NET/SLET/SET or acquiring Ph.D. Degree as per the UGC Regulations, 2009.

**3.3.4** The 55% marks in Master's level should be insisted upon for those entering the system from outside and at the entry point of Assistant Professors, Assistant Librarians, Assistant Director of Physical Education.

**3.4.0** A relaxation of 5% may be provided at the graduate and master's level for the SC/ST/Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% as the case may be through grace mark procedure etc., by universities is not permissible for claiming relaxation.

**3.5.0** A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.

**3.6.0** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.

**3.7.0** The Ph.D. should be a compulsory requirement for the designation of Professors, Librarians and Physical Education Directors.

**3.8.0** Ph.D. shall be a compulsory requirement for all candidates applying for direct recruitment as Associate Professor/Deputy Librarian/Deputy Directors of Physical Education,

**3.9.0** The period of time taken by candidates to acquire M.Phil. and/or Ph.D shall not be considered as research experience to be claimed for appointment to the teaching positions.

#### **4.0.0 DIRECT RECRUITMENT**

##### **4.1.0 PROFESSOR**

A. (i) An eminent scholar with Ph.D. qualification in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research / policy papers in indexed / ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books and the University developed ISBN/ISSN numbered list of journals/books hosted in the website of the concerned University.

(ii) A minimum of 10 years of teaching experience in university/college, and/or experience in research at the University/National Level institutions/industries, including experience of guiding candidates for research at doctoral level;

- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**OR**

- B. An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.

**4.2.0. PRINCIPAL**

- i. A Master's Degree with at least 55% of the marks or a relevant grade regarded as equivalent to 55% wherever grading system is followed by a recognized University.
- ii. Ph.D. qualification in concerned/allied/ relevant discipline with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of 15 years of teaching/research/administration in Universities / Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) for Professors as developed by UGC in these Regulations.

**4.3.0 ASSOCIATE PROFESSOR**

- i. Good academic record with a Ph.D. degree in the concerned/allied/relevant disciplines.
- ii. 55% of the marks, or equivalent grade wherever grading system is followed at the Master's degree level.
- iii. A minimum of five years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University / College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered books/journals and University developed - ISBN/ISSN list of journals hosted in the website of the concerned University.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**4.4.0 ASSISTANT PROFESSOR**

**4.4.1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.**

- i. Good academic record as defined by the concerned university with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

- iii. Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedures for award of M.Phil /Ph.D Degree), Regulations, 2009 and so adopted by the university, shall be exempted from NET/SLET/SET.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.

**4.4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE ETC.,**

**4.4.3. MUSIC AND DANCE DISCIPLINE:**

**1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility test (NET/SLET/SET) conducted by the UGC, CSIR, or similar test accredited by the UGC.

**‘OR’**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

1. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned.
2. B high grade artist of AIR/TV.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree, with performing ability of high professional standard.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contribution to educational innovation such as designing of new courses and/or curricula and/or outstanding performing achievement in the field of specialization.

**‘OR’**

1. ‘A’ grade artist of AIR/TV;
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

A minimum of five years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University / College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered books/journals and University developed - ISBN/ISSN list of journals hosted in the website of the concerned University.

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

### **3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in PG teaching and /or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

**‘OR’**

1. ‘A’ grade artist of AIR/TV
2. Twelve years of outstanding performing achievements in the field of specialization.
3. Significant contributions in the field of specializations and ability to guide research
4. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

#### **4.4.4. DRAMA DISCIPLINE:**

##### **1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master’s degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET/SLET/SET) conducted by the UGC, CSIR, or similar test accredited by the UGC.

**‘OR’**

1. A professional artist with first class degree/diploma from National School of Drama or any other approved Institution in India or abroad
2. Five years of regular acclaimed performance in regional/ national stage with evidence.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

## **2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.

Five years of experiences of teaching and/ or research excluding the period spent for obtaining the research degree.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contributions to educational innovation such as designing new courses and / or curricula and / or outstanding performing achievements in the field of specializations.

**‘OR’**

1. A recognized artist of Stage/ Radio/TV.
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

## **3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in Post-graduate teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

**‘OR’**

1. Twelve years of outstanding performing achievements in the field of specialization.
2. Significant contributions in the field of specializations and ability to guide research.
3. Participation in National/International Seminars/Conferences/Workshops and/ or recipient of National/International Awards/Fellowships.
4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

## **4.4.5. VISUAL (FINE) ARTS DISCIPLINE:**

### **1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

**‘OR’**

A Professional artist with highly commendable professional achievement in the concerned subject, who should have:



1. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India /Abroad.
2. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree, with performing ability of high professional standard.

Five years of experience of teaching and/ or research excluding the period spent for the research degree, Ph. D.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contributions to educational innovation such as: designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

**‘OR’**

1. A recognized artist of his/her own discipline.
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in Post-graduating teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

**‘OR’**

1. Twelve years of experience of holding regular regional/national exhibition/workshops with evidence.
2. Significant contributions in the field of specialization and ability to guide research.
3. Participation in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships.
4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4. 3-4.4.5.

**4.4.6. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**

**1. ASSISTANT PROFESSOR:**

- 1.1. Bachelor Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./M.Sc. O.T/M.OT.) with at least 55% of marks from recognized University.
- 1.2. NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.

**2. ASSOCIATE PROFESSOR:**

Master in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.) with 5 years total experience as Assistant Professor.

**Desirable: Higher qualification such as Ph.D** Qualification in any discipline in occupational therapy recognized by U.G.C

**3. PROFESSOR:**

- 3.1. Masters in Occupational Therapy (M.O.T. / M.O.Th./M.Th.O./M.Sc. O.T.) with 10 years total experience including 3 years experience as Associate Professor (Occupational Therapy)
- 3.2. Ph. D. in any discipline in occupational therapy recognized by U.G.C..

**4. PRINCIPAL / DIRECTOR / DEAN:**

- 4.1. Masters in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.) with atleast 10 years total experience, including experience as Professor (Occupational Therapy).
- 4.2. Senior most of the Professor shall be the Principal / Director / Dean.
- 4.3. Ph. D. in any discipline in occupational therapy recognized by U.G.C.
- 4.4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 4.5. The appointment of allied field shall be at the lowest level of Assistant Professor.

**4.4.7. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

**1. ASSISTANT PROFESSOR:**

- 1.1. Bachelor Degree in Physiotherapy (B.P/T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% of marks from recognized University.
- 1.2. NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.

**2. ASSOCIATE PROFESSOR:**

Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with 5 years total experience as Assistant Professor.

**Desirable:** Higher qualification such as Ph. D in any discipline in Physiotherapy recognized by U.G.C.

### **3. PROFESSOR:**

- 3.1. Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with 10 years total experience including 3 years experience as Associate Professor (Physiotherapy);
- 3.2. Ph. D. in any discipline in Physiotherapy recognized by U.G.C..
- 3.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 3.4. The appointment of allied field shall be at the lowest level of Assistant Professor.

### **4. PRINCIPAL / DIRECTOR / DEAN:**

- 4.1. Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with atleast 10 years total experience, including experience as Professor (Physiotherapy).
- 4.2. Senior most of the Professor shall be the Principal / Director / Dean.
- 4.3. Ph. D. in any discipline in Physiotherapy recognized by U.G.C..
- 4.4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 4.5. The appointment of allied field shall be at the lowest level of Assistant Professor.

### **4.4.8. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES- MANAGEMENT / BUSINESS ADMINISTRATION:**

#### **1. Assistant Professor**

- 1.1. A Masters Degree with 55% marks in Business Management / Administration / in a relevant management related discipline or first class in two year full time / three year part-time PGDM declared equivalent and accredited by AICTE / UGC **'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory bodies.

- 1.2. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

#### **2. Associate Professor:**

- 2.1. Consistently good academic record with at least 55% marks in Master Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time / three year part-time PGDM declared equivalent and recognized by AICTE / UGC **'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2.2. Ph.D. or Fellow of IM OR of an Institute recognized by AICTE .
- 2.3. A minimum of 5 years' experience of postgraduate teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

**‘OR’**

#### **2.4. For candidates from Industry & Profession**

- 2.4.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management / Administration / in a relevant management related discipline\*\* or first class in two years full time / three year part-time PGDM declared equivalent and recognized by AICTE / UGC

**‘OR’**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2.4.2. A minimum of 10 years' experience of postgraduate teaching industry / research / profession, out of which 5 years must be at the level of assistant professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D and 10 years managerial experience in industry / profession of which at least 5 years should be at the level comparable to that of lecture.
- 2.5. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.6. Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- 2.7. Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

#### **3. Professor:**

- 3.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks in two year full time / three year part-time PGDM declared equivalent and recognized by AICTE / UGC

**‘OR’**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 3.2. Ph. D. or Fellow of IIM OR of an Institute recognized by AICTE .
- 3.3. (i) A minimum of 10 years' experience of post graduate teaching / industry / research / professional out of which 3 years must be at the level of Reader/Associate Professor or equivalent excluding the period spent for obtaining the research degree.

**‘OR’**

(ii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iii) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

### **3.4. For candidates from Industry & Profession**

- 3.4.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management / Administration / in a relevant management related discipline\*\* or consistently good academic record with at least 55% marks in two years full time / three year part-time PGDM declared equivalent and recognized by AICTE / UGC **'OR'** First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.
- 3.4.2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and 15 years' managerial experience in industry / profession of which at least 8 years should be at least at a level comparable to that of Reader.
- 3.5. Teaching, Teaching, research industrial and / or professional experience in a reputed organization;
- 3.6. Published work, such as research papers, patents filed/obtained, books and/or technical reports;
- 3.7. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 3.8. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- 3.9. Capacity to undertake / lead sponsored R&D consultancy and related activities;
- 3.10. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

### **4. Principal / Director / Head of Institutions**

- 4.1 Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of 15 years' experience of postgraduate teaching / industry / research.
- 4.2. Administrative experience in senior level responsible position
- 4.3. For candidates from Industry / Profession
- 4.3.1. Qualification same as those prescribed for the post of Professor from industry / profession stream with 15 years' experience of postgraduate teaching / research out of which 5 years must be at the level or Professor in the relevant discipline.
- 4.3.2. Administrative experience in senior level responsible position.
- 4.3.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.
- \* If a class / division is not awarded at Masters level, minimum of 60% marks in aggregate shall be considered equivalent to First Class / Division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as given below:-

\*\* Relevant management related disciplines shall be those as Commerce, Economics, Applied Economics, Econometrics Business Economics, Psychology (Organizational / Industrial Psychology), Public Administration, Statistics, Mathematical Statistics, Applied Statistics, Operational Research, Business Law, Production & Industrial Engineering, Industrial management and Computer Application.

\*\*\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A 10 POINTS SCALE**

Grade	Grade Point	Percentage Equivalent
‘O’ – Outstanding	5.50-6.00	75-100
‘A’ – Very Good	4.50-5.49	64-74
‘B’ – Good	3.50-4.49	55-64
‘C’ – Average	2.50-3.49	45-54
‘D’ – Below Average	1.50-2.49	35-44
‘E’ – Poor	0.50-1.49	25-34
‘F’ - Fail	0-0.49	0-24

**4.4.9 MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES-ENGINEERING AND TECHNOLOGY DISCIPLINE:**

**1. Assistant Professor**

- 1.1. Master’s Degree with 55% marks in the appropriate branch of Engineering (Engg.) & Technology (Tech) .
- 1.2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.
- 1.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

**2. Associate Professor**

- 2.1. Ph.D. Degree with First Class at Bachelor’s or Master’s Degree in the appropriate branch of Engg., & Tech., and experience of 5 years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree

**‘OR’**

- 2.2. Only to candidates from industry and the profession
  - 2.2.1. First Class Master’s Degree in the appropriate branch of Engg., & Tech.;
  - 2.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 5 years in a position equivalent to the level of Lecturer.

(\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).

- 2.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 2.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

**3. Professor:**

- 3.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of 10 years in teaching, research and / or industry, out of which at least 5 years at the level of Reader/ associate Professor or equivalent grade.

OR

- 3.2. Applicable only to candidates from industry and the profession
    - 3.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
    - 3.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 10 years, out of which at least 5 years at a senior level of Assistant Professor / Reader;
- (\* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 3.3. Teaching, research industrial and / or professional experience in a reputed organization;
  - 3.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
  - 3.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
  - 3.6. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
  - 3.7. Capacity to undertake / lead sponsored R&D, consultancy and related activities;
  - 3.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

**2. Bio-Technology (Engg. & Tech.) Discipline:**

**1. Assistant Professor:**

- 1.1. First Class Master's Degree in the Biotechnology branch of Engineering (Engg.) & Technology (Tech)  

**'OR'**
- 1.2. Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, BioChemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;  

**'OR'**
- 1.3. Good academic record with at least 55% of the marks, or an equivalent grade at the Master's degree level, in Biotechnology from an Indian / Foreign University.

- 1.4. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC
- 1.5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**2. Associate Professor:**

- 2.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the Biotechnology branch of Engg., & Tech./Applied Biological sciences, and experience of 5 years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree

**‘OR’**

- 2.2. Applicable only to candidates from industry and the profession
  - 2.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;
  - 2.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 3 years in a position equivalent to the level of Lecturer.
- (\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 2.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 2.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**3. Professor:**

- 3.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the Biotechnology branch of Engg., & Tech. / Applied Biological Sciences, and experience of 10 years in teaching, research and / or industry, out of which at least 5 years at the level of Assistant Reader or equivalent grade.

**‘OR’**

- 3.2. Applicable only to candidates from industry and the profession
  - 3.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;
  - 3.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of 10 years, out of which at least 5 years at a senior level of Assistant Professor / Reader;



(\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).

- 3.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 3.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 3.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 3.6. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- 3.7. Capacity to undertake / lead sponsored R&D, consultancy and related activities;
- 3.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

### **3. PHARMACY DISCIPLINE:**

#### **1. Assistant Professor**

- 1.1. Basic degree in pharmacy (B.Pharm).
- 1.2.. Registration as a pharmacist under the Pharmacy Act.
- 1.3. First Class Master's Degree in appropriate branch of specialization in Pharmacy;
- 1.4 Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC
- 1.5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### **2. Associate Professor:**

- 2.1. Basic degree in pharmacy (B. Pharm).
- 2.2. Registration as a pharmacist under the Pharmacy Act.
- 2.3. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of 5 years in teaching , research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

**‘OR’**

- 2.4. Applicable only to candidates from industry and the profession
  - 2.4.1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy
  - 2.4.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of 5 years in a position equivalent to the level of Lecturer.

(\* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Vice-Chancellor of the University).

2.4.3. Teaching, research industrial and / or professional experience in a reputed organization;

2.4.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;

2.4.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

2.4.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

### **3. Professor:**

3.1. Basic degree in pharmacy (B. Pharm).

3.2. Registration as a pharmacist under the Pharmacy Act.

3.3. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of 10 years in teaching , research, industry and / or profession at the level of Lecturer or equivalent grade; **'OR'**

3.4. Applicable only to candidates from industry and the profession

3.4.1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy

3.4.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of 5 years at a senior level comparable to Assistant Professor / Reader.

(\*This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).

3.5. Teaching, research industrial and / or professional experience in a reputed organization;

3.6. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;

3.7. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

3.8. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;

3.9. Capacity to undertake / lead sponsored R&D, consultancy and related activities;

3.10. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

### **4.4.9 QUALIFICATIONS PRESCRIBED FOR TEACHING POSITIONS IN THE REGULATIONS OF NCTE.**

#### **QUALIFICATIONS FOR B. ED. COURSE:**

##### **A. QUALIFICATIONS:**

(i) **PRINCIPAL / HEAD** (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecture; and
- b. Ph.D. in Education
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**(ii) ASSISTANT PROFESSOR:**

**(a) Foundation Courses**

- (i) Master's Degree in Science / Humanities / arts with 50% marks
- (ii) M. Ed. With at least 55% marks or its equivalent grade and
- (iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**'OR'**

- i) M. A. in Education with 55% marks or its equivalent grade
- ii) B. Ed. with at least 55% marks and
- iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**(b) Methodology Courses**

- (i) Master's degree in subject with 50% marks
- (ii) M. Ed. degree with at least 55% marks or its equivalent grade and
- (iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**QUALIFICATIONS FOR M. Ed. COURSE**

**PROFESSOR / HEAD:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks  

**'OR'**

M. A. (Education) with 55% marks and B. Ed each with a minimum of 55% marks
- (ii) Ph. D. in Education and

- (iii) At least 10 years of teaching experience in University department of education or College of Education of which a minimum of 5 years at the M. Ed. level with published work in the area of his specialization.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSOCIATE PROFESSOR:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks or its equivalent grade  
**'OR'**  
M. A. (Education) and B. Ed each with a minimum of 55% marks
- (ii) Ph. D. in Education and
- (iii) At least 5 years of teaching experience in University department of education or College of Education which a minimum of 3 years at the M. Ed. level and published work in his area of specialization.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSISTANT PROFESSOR:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks or its equivalent grade  
**'OR'**  
M. A. (Education) and B. Ed each with a minimum of 55% marks
- (ii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**QUALIFICATIONS FOR M. P. Ed. COURSE:**

**QUALIFICATIONS**

**PROFESSOR:**

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) Ph.D. in Physical Education or equivalent published work
- (iii) At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University department
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSOCIATE PROFESSOR:**

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) At least five years teaching / research experience in a department / college of Physical Education out of which at least 3 years in the post graduate level

- (iii) Ph.D. in Physical Education
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSISTANT PROFESSOR:**

- (i) Master's degree in Physical Education with at least 55% marks or its equivalent grade and
- (ii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**QUALIFICATIONS FOR B.Ed and M. Ed. COURSE (Through ODL):**

**QUALIFICATION OF THE ACADEMIC STAFF:**

The academic and professional qualification of the academic staff shall be the same as prescribed in the case of the regular programmes for corresponding programmes offered through the face –to-face mode. In addition, the faculty with qualification / experience in the ODL system should be preferred.

**4.5.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

**4.5.1 UNIVERSITY LIBRARIAN**

- i. Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is practiced.
- ii. A Ph.D. degree in the above discipline and / or allied discipline with a consistently good academic record;
- iii. A minimum of 15 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the University or as College Librarian.
- iv. Evidence of innovative library service and organization of published work and ICT modernization of library. Evidence of published work with a minimum of 5 books and / or publications in indexed/ISBN/ISSN numbered journals/books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**4.5.2 UNIVERSITY DEPUTY LIBRARIAN**

- i. Master's degree in Library Science/Information Science / Documentation Science with at least 55% of the marks or its equivalent grade for 55%, where grading system is practiced.

- ii. A Ph.D. degree in the above discipline or allied discipline with a consistently good academic record.
- iii. A minimum of 10 years of teaching/ Library experience with at least 5 years as an Assistant University Librarian / College Librarian.
- iv. Evidence of innovative library services, organization and computerization of library.
- v. Evidence of published work with a minimum of 5 publications in indexed/ISBN/ISSN journals and / or ISBN/ISSN numbered books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- vi. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

#### **4.5.3 UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- i. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 55% marks where grading system is practiced and a consistently good academic record with knowledge on computerization of library.
- ii. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. Holders of Ph.D. Degree as on the date of Notifications of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D Degree), Regulations, 2009 and so adopted by the university shall be exempted from NET/SLET/SET.

#### **4.6.0 MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION**

##### **4.6.1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION**

- (i) Ph.D. in Physical Education or allied discipline.
- (ii) A minimum of 15 years of Physical education/ Sports experience of which at least 5 years as University Deputy Director of Physical Education or ten years as University Assistant DPE/ College DPE.
- (iii) Evidence of organizing competitions and conducting a minimum of ten coaching camps.
- (iv) Evidence of having produced good performance teams/athletes at inter university / combined university and at higher level etc and of having guided Ph.D./M.Phil. Candidates for research.
- (v) Evidence of Published work with a minimum of 10 books and / or publications in indexed / ISBN/ISSN numbered journals and / or ISBN/ISSN numbered books and the University developed and ISBN/ISSN numbered list of journals hosted on the website of the concerned University.

- (vi) A minimum score in the Academic Performance Indicator (API) based a Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**4.6.2 UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION**

- (i) Ph.D. in Physical Education/Sports Science. In addition, shall also possess at least 55% of the marks or an equivalent grade at the Master’s Degree level wherever grading system is followed.
- (ii) A minimum of 10 years’ teaching/ Physical education/sports experience of which at least 5 years as University Assistant DPE/College DPE.
- (iii) Evidence of having organized competitions and conducted a minimum of FIVE coaching camps of at least two weeks’ duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test.
- (vi) Evidence of published work with a minimum of 5 books and /or publications in indexed ISBN/ISSN numbered journals and /or ISBN/ISSN numbered books and the University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- (vii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**4.6.3. University Assistant Director of Physical Education / College Director of Physical Education**

- (i) Master’s degree in Physical Education or Master’s degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.
- (ii) Record of having represented the university / college at the inter-university / intercollegiate competitions or the State and/ or national championships.
- (iii) Passed the physical fitness test.
- (iv) Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.
- (v) Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D Degree), Regulations, 2009 and so adopted by the university shall be exempted from NET/SLET/SET.

**4.6.4. Physical Fitness Test Norms:**

**NORMS FOR MEN**

**12 MINUTES RUN/WALK TEST**

Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

**NORMS FOR WOMEN**

**8 MINUTES RUN / WALK TEST**

Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Metres.	800 metres.	600 metres.	400 metres.

**4.7. Since UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications brought about by appropriate Statutory Councils for appointment of teachers in universities/colleges offering such courses coming under the purview of appropriate Statutory Councils will automatically be considered as adopted by UGC as the prescribed qualifications for those teachers of such courses.**

#### **5.0.0 SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES:**

The University Grants Commission has evolved the following guidelines on (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education, Deputy Director of Physical Education and Director of Physical Education and (b) specified selection procedures for direct recruitment and Career Advancement Schemes Regulations for teachers in universities and colleges.

#### **5.1.0 Selection Committee Specifications:**

##### **5.1.1 Assistant Professor in the University:**

At the University level, all selections must be done with the Vice Chancellor or Acting Vice Chancellor as the Chairperson of the Selection Committee.

1. The Vice Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject out of the panel of names recommended by the Vice Chancellor and approved by the relevant statutory body of the university concerned, at least one of whom to be drawn from the panel of subject experts developed by UGC and hosted in its web-site
3. Dean of the concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School.
5. An academician nominated by the Visitor/Chancellor, wherever applicable.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

##### **5.1.2 Associate Professor in the University**

The Selection Committee should have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject/field out of the panel of names recommended by the Vice Chancellor and approved by the relevant



statutory body of the university concerned , at least one of whom to be drawn from the panel of subject experts developed by UGC and hosted in its web-site

4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

### **5.1.3 Professor in the University**

The composition of the Selection Committee for the post of Professor shall be similar in composition as that for the post of Associate Professor.

### **5.1.4 Assistant Professor in Colleges including Private Colleges:**

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the university concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

For Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which involving the concerned University , be involved in the selection process by the State PSC.

### **5.1.5 In the case of posts of Associate Professor and Professors in Colleges,**

**The Committee shall consist of**

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
2. The Principal of the College,
3. The Head of the Department of the concerned subject from the college.
4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject;

5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the by the relevant statutory body of the university concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

#### **5.1.6 College Principal**

1. Chairperson of the Governing Body as Chairperson.
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of the Vice Chancellor who shall be a Higher Education expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the by the relevant statutory body of the university concerned.
5. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

At least five members, including two experts, should constitute the quorum.

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected &waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

- 5.1.7** Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

#### **6.0 .0 SELECTION PROCEDURES:**

- 6.0.1** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this guideline as Appendix III with Tables I-III. 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.

**6.0.2** The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies and develop a 'Performance Based Appraisal System (PBAS)' at the institutional level for University Departments and their constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. A model PBAS scoring proforma for direct recruitment and for Career Advancement Schemes Regulations (CAS) based on API scoring system developed in these Regulations is enclosed for adoption by universities to facilitate comparable quality methodology across the universities in the country and to facilitate overall improvement in teacher quality in higher education institutions of the country (Tables IV).

**6.0.3 UGC observer in the selection committee for the post of Associate Professor / Professor under CAS .**

The University should write for nomination of an observer to the Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002, at least 21 days prior to the date of the meeting of the selection committee and UGC shall nominate one observers within 10 days of the receipt of the request from the University. The UGC observer shall submit his/her written report to the Vice-Chancellor of the University concerned in the proforma prescribed by the UGC immediately after the selection committee meetings is over. The University shall place the report of the observer along with the proceeding of the selection committee before the Syndicate /Executive Council/Board of Management. If there is difference of opinion between the comments of the UGC observer and the decision of the Executive Council/Board of Management/Syndicate, the same shall be reported by the University to the UGC with justification. In such cases the promotions/appointments shall be given effect to by the University only after the approval of the UGC is obtained. The UGC observer shall not be part of selection process; however, he/she will sit along with the members of the selection committee to ensure that the prescribed procedures as per the Regulations has been followed. The concerned University shall pay TA/DA and honorarium to the UGC observer as per the UGC norms.

**6.0.4** In all the selection Committees of direct recruitment of teachers and other academic staff in universities and colleges, an academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, has to be nominated by the vice chancellor. The academician so nominated for this purpose shall be one level above the cadre level of the applicant who shall ensure that the norms of Government of India/concerned State government is strictly followed in the selection process.

**6.0.5** Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN / ISSN experts (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s) and (b) a comprehensive list of vernacular language

journals / periodicals / official publication volumes of language bodies and upload them up on the University website which are to be updated periodically. At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

- 6.0.6** The process of selection of Associate Professor should involve inviting the bio-data with the Performance Appraisal System format developed by the respective universities based on the guidelines developed in these Regulations and reprints of three major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the publications provided by the experts shall be collated with the API scores while finalizing the outcome of selection.
- 6.0.7.** The process of selection of Professor should involve inviting the bio-data with the Performance Appraisal System format developed by the respective universities based on the guidelines developed in these Regulations and reprints of five major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the publications provided by the experts shall be collated with the API scores while finalizing the outcome of selection.
- 6.0.7** In the case of selection of Professors who are from outside the academic stream and are considered under 4.1.0 (B), the universities must lay down clear and transparent procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per requirement.
- 6.0.8** The Academic Performance Indicator (API) scoring system in the process of selection of Principal should involve the following:
- a. Assessment of aptitude for teaching, research and administration
  - b. Ability to communicate clearly and effectively
  - c. Ability to plan, analyses and discuss curriculum development, research problems and college development/administration;
  - d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture.
  - e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) guidelines developed by the affiliating University based on these Regulations.
- 6.0.9** In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing API based PBAS methodology for both direct recruitment and CAS promotions.
- 6.0.10** The Internal Quality Assurance Cell (IQAC) established/to be established in all Universities/Colleges as per UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor as Chairperson in the case of universities and Principal as Chairperson in case of colleges, shall act as the documentation and record-keeping Cell

for the institution including assistance in the development of the API based PBAS methodology outlined in these Regulations. It may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of Students' assessment of individual teachers, since the API system will satisfy that requirement.

- 6.0.11** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved by the concerned university duly supported by all credentials as per the API guidelines developed in these Regulations (vide Para 6.0.1 and 6.0.2). In order to avoid delays in holding Selection committees in various positions under CAS, the University/College should immediately initiate the process of screening/selection and complete the process within 6 months from the date of application.
- 6.0.12** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Appendix III-Tables II(a & b) or those who obtain less than 50% in the expert assessment of the selection process will have to be reassessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- 6.1.0** The minimum norms of Selection Committees and Selection procedures as well as API scores requirements for the above cadres either through direct recruitment or through Career Advancement Schemes Regulations should be basically similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix III provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in universities and colleges respectively, which accommodate these differences.
- 6.2.0** While the API Tables I and III shall also be applicable to the selection of Professors/ Associate Professors /Assistant Professors; Directors/ Deputy Directors/ Assistant Directors of Physical Education; Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions, the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in Table II (a & b) of Appendix-III.
- 6.2.1.** The API based system through the PBAS proforma for CAS promotions is to be implemented only in a prospective manner from the academic year 2009-10 initially based on the annualized API scores earned by the teachers as depicted in Table II (a) and Table II(b) . This annual API scores can be compounded prospectively as and when the teachers become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion. (e.g. If a teacher is eligible for CAS promotion in 2009, one year API score of 2008-09 only is required; If a teacher is eligible for CAS promotion in 2010, then 2 years API scores of 2008-09 and 2009-10 cumulatively would be required and so on).
- 6.3.0** The Selection Committee specifications as delineated in Sections 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor with AGP of Rs

8000 to Associate Professor and to that of Associate Professor to Professor.

**6.3.1.** CAS promotions of Assistant Professors from one AGP to the higher AGP shall be conducted by a “ Screening cum Evaluation Committee” adhering to the norms laid out as API and PBAS in Table I to III of Appendix-III.

**6.3.2** The “Screening cum Evaluation Committee” for CAS promotion of assistant professors/ equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of -

**6.3.2.1. For University teachers:**

- a. The Vice Chancellor as the Chairperson of the Selection Committee
- b. The Dean of the concerned Faculty
- c. The Head of the Department /Chairperson of the School
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

**6.3.2.2. For College teachers:**

- a. The Chairman of the Governing body of the College or the Director of Higher education / collegiate education at the State level (in the case of Govt. colleges) or his nominee not below the rank of principal as the chairperson of the selection committee.
- b. Principal of the college.
- c. Head of the concerned department from the college.
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the university panel of experts.
- e. The quorum for these committees in both categories shall be three including the one subject expert/ university nominee need to be present.

**6.3.3** The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the respective university based on these Regulations and as per the minimum requirement specified in Tables II & III for each of the cadre of Assistant Professor, shall recommend to the Syndicate/ Executive Council /Board of Management of the University about the suitability of the promotion of the candidate(s) under CAS for implementation.

**6.3.4** All the selection procedures outlined above shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee.

**6.3.5** CAS promotions being personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

**6.3.6** 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.

---&&&&&&&&-----

ANNEXURE-I  
(G.O.Ms.No. 14 Higher Education (UE.II) Dept.dt 20 -2-2010  
FORM OF EXERCISING OPTION UNDER THE A.P REVISED  
U.G.C SCALES OF PAY, 2006

I \_\_\_\_\_ holding the  
post of \_\_\_\_\_ in the scale of \_\_\_\_\_  
in the college of \_\_\_\_\_ do hereby elect to come under  
the revised U.G.C scales of pay ,2006 with effect \_\_\_\_\_ from 1-  
1-2006/ date of my next increment \_\_\_\_\_  
on.....

OR

I \_\_\_\_\_ hold the  
post of \_\_\_\_\_ in the scale of \_\_\_\_\_  
in the college of \_\_\_\_\_ do hereby about to continue  
in the existing scale of pay \_\_\_\_\_

The option hereby exercised is final and will not be modified at any  
subsequent date.

Date:

Signature:

Name:

Designation:

Station:

University/College in which  
Employed.

Signed before me.

Signature of the  
Registrar/C.C.E

**ANNEXURE-II**

**(G.O.MS.No.14 Higher Education. (U.E-II) Department,Dept.dt 20-2-2010)**

1. University/College.
2. Designation of the Drawing Officer.

(i.e.PAO/DTO/STO)  
3. Challan No.

Date:

S.No	Name of the employee	Designation	Amount of arrears of pay claimed and to be credited to Govt.Acct	Particulars of payment after 1.1.2010 retirement or death, if earlier,(please indicate the amount of arrears and Interest separately with the Date of passing the bill		
		(1)	(2)	(3)	(4)	(5)
.....						
.....						

Date

Signature of the  
Registrar/C.C.E

Certificate to the Audit Officer(PAO/DTO/STO)

1. Total amount of arrears credited to Government Account  
Rs.....  
(Rupees.....)
2. Vocher No. and Date:
3. Token No. if any. and Date:
4. An attested copy of Annexure II is retained, in Audit for future Payment after reconciliation.

the audit Officer  
and Designation,  
(PAO/DTO/STO).

Signature of  
With name



**ANNEEXURE-III**  
**(G.O.Ms.No. 14 Higher Education (UE.II) Dept.dt. 20-2-2010)**

1. Name of the Employee :
2. Designation :
3. University/College :
4. Designation of the Drawing  
Officer (i.e. Registrar/DCE) :
5. Designation of Audit Officer :
6. Amount of Arrears claimed and  
Credited to Government Account :
7. Challan No. and date :
8. Voucher No. and date :
9. Repayable on or after 1.1.2010  
Or retirement or death if earlier :
10. Interest rate :

Date:  
Signature of the  
Registrar/C.C.E

.....  
.....  
Note: Employee should retain this with him