



राजस्थान विश्वविद्यालय, जयपुर

University of Rajasthan, Jaipur

Appendix-IV

Application form for Promotion under the Career Advancement Scheme (CAS) (As per UGC Regulations 2018 As Amended)

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A. Assistant Professor – Academic Level 10 to Academic Level 11

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B. Assistant Professor – Academic Level 11 to Academic Level 12

☐

C. Associate Professor – Academic Level 12 to Academic Level 13A

☐

D. Professor – Academic Level 13A to Academic Level 14

(Tick ✓ whichever is applicable)

Affix Recent
Passport size self-
attested Photograph
here

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

01.	Name (in Block letters)	:	
02.	Name of Mother	:	
03.	Name of Father	:	
04.	Department	:	
05.	Current Designation & Grade Pay/Level	:	
06.	Date of last Promotion	:	
07.	Due date of promotion	:	
08.	For which position and Level are you an applicant under CAS?	:	
09.	Date of eligibility for promotion	:	
10.	Date of Birth and Place of Birth	:	
11.	Gender	:	
12.	Marital status	:	
13.	Name of Spouse	:	
14.	Nationality	:	
15.	Indicate whether you belong to SC/ST/OBC/MBC/EWS category with Sub-caste	:	



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16. Address (in Block letters)

a. For Communication

Mr. /Ms. /Dr.
.....
.....
.....PINCODE:
Telephone No. with STD Code:
Mobile No:
E-mail:

b. Permanent

Mr. /Ms. /Dr.
.....
.....
.....PINCODE:
Telephone No. with STD Code:
Mobile No:
E-mail:

17. Academic Qualifications (Starting from Graduation):

Degree	Name of the University	Year of Passing	% of marks / CGPA	Division/ Class/ Grade	Subject(s)



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18. Research Degree(s):

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D. / D. Phil.			
D.Sc. / D. Litt.			

19. Appointments held before joining the University of Rajasthan:

Designation	Name of Employer	Date of		Pay with Grade	Whether previous service counted for CAS by the University of Rajasthan Jaipur (Enclose order copy)
		Joining	Leaving		

20. Posts held since joining at the University of Rajasthan: -

S. No.	Designation	Department/Centre	Date of actual Joining		Pay Band with AGP/ Academic Level
			From	To	
1.	Appointment of Asstt. Professor				
2.	Date of Promotion at Stage-2/ Level-11				
3.	Date of Promotion at Stage-3/ Level-12				
4.	Date of Promotion at Stage-4/ Level-13A				



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21. Research Degree(s):

Degrees	Title	Date of Award	University	Annexure No.
Ph.D. / D. Phil.				
D.Sc. / D. Litt.				

22. Period of teaching experience and/or research experience with reference to S. No. 22 above, excluding the period spent by a teacher candidate on leave from duty to acquire M. Phil./Ph. D. Degree

(a) Period spent on leave to acquire M. Phil./Ph. D. Degree from _____ (date of commencement) to _____ (date of submission/ resubmission of Ph. D. thesis)

(b) Period of teaching experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

(c) Period of Research experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

(d) Period of Teaching and/or Research experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

23. Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course.

S. No.	Programme	Duration with date	Organized by



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Part B. ANNUAL PERFORMANCE ASSESSMENT REPORT (As per UGC Regulation-2018, Appendix II Table 1, page no. 104, published in the Gazette of India dated 18.07.2018)

To be filled for each year during the assessment period

Assessment period: to

1. Teaching:

S. No	Course / Semester / Paper	*Mode of teaching	No. of classes per week allotted	No. of classes taken as per documented record per year	% classes taken	Grading Criteria To be filled and verified by the HoD/Principal/ Director of the Centre

Grading Criteria:

Good: 80 % & above, Satisfactory: Below 80 % but 70 % & above, Not Satisfactory: Less than 70 %

Note 1: * Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C), Lab (LB)

Note 2: Enclose all relevant documents in sequence



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2. Involvement in the University students related activities/research activities:

S. No	Nature of Activity	Period/ Date (s)	Proof (Annexure No.)	Grading Criteria To be filled and verified by the HoD/ Principal/ Director of the Centre
a.	Administrative responsibilities such as Head/ Chairperson /Dean /Director /Coordinator, Warden etc. (list activities below)			
b.	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (list activities below)			
c.	Student-related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (list activities below)			



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S. No	Nature of Activity	Period/ Date (s)	Proof (Annexure No.)	Grading Criteria To be filled and verified by the HoD/ Principal/ Director of the Centre
d.	Organizing seminars/ conferences/workshops, and other college/ university activities. (list activities below)			
e.	Evidence of actively involved in guiding PhD students. (list activities below)			



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S. No	Nature of Activity	Period/ Date (s)	Proof (Annexure No.)	Grading Criteria To be filled and verified by the HoD/ Principal/ Director of the Centre
f.	Conducting minor or major research projects sponsored by national or international agencies. (list activities below)			
g.	No. of single or joint publication in peer-reviewed or UGC list of Journals.			
Grading Criteria: Good: Involved in at least 3 activities. , Satisfactory: 1-2 activities. Not-Satisfactory: Not involved/undertaken any of the activities. Note: The number of activities can be within or across the broad categories of activities.				



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S. No	Nature of Activity	Period/ Date (s)	Proof (Annexure No.)	Grading Criteria To be filled and verified by the HoD/ Principal/ Director of the Centre
	Note 3: Enclose all relevant documents in sequence)			

Overall Grading:

<p><u>Overall Grading Criteria:</u></p> <p>Good: Good in teaching and satisfactory or good in activity at SI. No.2.</p> <p style="text-align: center;">Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI. No.2.</p> <p style="text-align: center;">Or</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p>	<p>To be filled by HoD/ Principal/ Director of the Centre</p> <p><u>Overall Grading:</u></p>
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Note: To assess the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution



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RESEARCH SCORE

1. Research publications (the candidate must annexe the reprint of the Journal)

Peer-reviewed journal must be from the list of journals approved by the University of Rajasthan

Refereed journal must be from UGC listed refereed Journals

Non-refereed journals must be from UGC listed non-refereed Journals

Sl.	Title with Page No.	Name of Journal	Whether Peer Reviewed [#] /Refereed ^{##} /non-Refereed ^{###}	ISSN/e-ISSN No.	Whether Sole Author/ Co-Author/ Corresponding Author/ Multiple Author	Impact factor, in the case of journal publication	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



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2. Books (the candidate must annexe the Photocopy of the pages containing the title of the book, ISBN No., the name of the publisher, and the contents of the Book, Chapter)

Sl.	Title of Book	Whether International/ National Publisher	ISBN No.	Whether Authored/ Chapter in edited Book/ Editor/ Translation of chapter or Research Paper/Translation of the Book	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1						
2						
3						
4						
5						

3. ICT Enabled Content/Course Development

(a) Development of Innovative Pedagogy

Sl.	Details of the Developed innovative Pedagogy	Whether Sole Contributor	No of Contributors	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1					
2					

(b) Design of New Curricula and Courses (ICT-Based)

Sl.	Details of the Curricula and Courses	Whether Sole Contributor	No of Contributors	Claimed Score (As per Table-2 of Appendix-II of O- 141)	Annexure No.
1					
2					



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(c) Development of Complete MOOCs in 4 Quadrant (4 Credit Course)

Sl.	Details of the MOOCs	Credit of the Course (whether 4/3/2/1)	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(d) MOOCs (developed in 4 quadrants) per module/lecture

Sl.	Details of the MOOCs	Module/Lecture Creator	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(e) Content Write/Subject matter expert for each Module of MOOCs(at least on quadrant)

Sl.	Details of the Content/Subject matter	Whether Writer/Subject matter Expert	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(f) Course Coordinator for MOOCs

Sl.	Details of the MOOCs	Credit of the Course (whether 4/3/2/1)	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				



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(g) Development of E-content in 4 Quadrants for a complete Course/E-Book

Sl.	Details of the E-Content/E-Book	Whether Complete Course/E-Book	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(h) E-content (Developed in 4 Quadrants) per Module

Sl.	Details of the Module	No. of Modules	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(I) Contribution to the development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)

Sl.	Details of the E-Content module	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1			
2			

(J) Editor of E-Content for Complete Course / Paper / E-Book

Sl.	Details of the E-Content for Complete Course / Paper / E-Book	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1			
2			



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4. Research Guidance

(i) **Ph. D. Degree Awarded** (Please attach the certificate as per this University Circular No.RS/2012/10731-10790 dated 05-12-2012)

Sl.	Name of the Candidate	Whether Sole Supervisor/Joint Supervisor/Co-Supervisor	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(ii) **Ph. D. Thesis Submitted** (Please Attach submission Certificate issued by the University)

Sl.	Name of the Candidate	Whether Sole Supervisor/Joint Supervisor/Co-Supervisor	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

(iii) **M.Phil./PG Dissertation Guidance** (Please Attach Certificate issued by the University/College/department)

Sl.	Name of the Candidate	Whether Sole Supervisor/Joint Supervisor/Co-Supervisor	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1				
2				

5. Research Project (Please Attach sanction order from the sponsoring agency)

S l.	Title of the Project	Sponsoring Agency	Amount of the Project	Status of Project (Completed/Ongoing)	Whether Sole Investigator/PI/PI in Joint Project/Co-PI in Joint Project	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1							
2							



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6. Consultancy (Please Attach consultancy order from organization/agency)

S l.	Title of the Consultancy Project	Organization/ Agency	Amount of the Consultancy	Period of the Consultancy	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1						
2						

7. Patent (Please Attach Patent Certificate)

S l.	Title of the Patent	Patent No.	Date of Patent	Whether International/ National	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1						
2						

8. Policy Document (Please Attach Patent Certificate)

S l.	Title of the Policy Document	Organization/ Agency name	Date of Policy Document	Whether International /National/Central Govt./State Govt.	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1						
2						

9. Awards/Fellowship (Please Attach Patent Certificate)

S l.	Details of the Award/Fellowship	Awarding Organization name	Date of Award/Fellowship	Whether International /National	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1						
2						



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10. Invited Lecture/Resource Person/Paper Presentation in Seminar /Conference /Full paper in Conference (Please Attach Patent Certificate)

S l.	Details of the presentation	Whether Resource person/invited Lecture/paper presentation	Date of Whether International (Abroad) /International (Within Country)/ National/State/University	Claimed Score (As per Table-2 of Appendix-II of O-141)	Annexure No.
1					
2					

35. Summary of the Research Score

S. No.	Category	Claimed Score of the Category
1.	Research publications	
2.	Books Authored	
3.	ICT Enabled Content/Course Development	
4.	Research Guidance	
5.	Research Project	
6.	Consultancy	
7.	Patent	
8.	Policy Document	
9.	Awards/Fellowship	
10.	Invited Lectures	
	Grand Total	

36. Admissible Score

S. No.		Score
1.	Grand Total	
2.	Scored Claimed Under S. No. 8 and 10	
3.	Maximum Score Permissible Under S. No. 8 and 10 (30 % of Grand Total)	
4.	Admissible Score (i) If S.No. 2 > S. No. 3 then Admissible Score = S. No. 1 -S. No. 2 + S. No. 3 (ii) If S.No. 2 ≤ S. No. 3 then Admissible Score = S. No. 1)	



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Summary of Grading Criteria and Academic and Research Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Teaching						
Activity 2: Involvement in the student's related activities/research activities						
Total of Activity 1 and Activity 2						
Table 2: Academic and Research Score (after applying cap, wherever applicable)						

I certify that the information provided in Table-1 at S. No. 1 and 2 is correct as per the documents enclosed along with the duly filled-in PBAS proforma.

Signature of the Applicant
Designation:

Date:



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Self-Declaration

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

Date.....

Place.....

Signature & Designation of the Applicant

Forwarding by Head of The Department

The application form of Mr./Ms./Dr..... working as..... in this department/Centre is being forwarded along with the annexures stated herein above.

**Head of the Department
Seal**