



राजस्थान विश्वविद्यालय, जयपुर

University of Rajasthan, Jaipur

Appendix-VIII

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

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

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

☐

C. Deputy Director – Academic Level 12 to Academic Level 13A

☐

D. Deputy Director – 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 Assistant Director				
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

24. Any Other Information regarding Research contribution-



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Part B. ANNUAL PERFORMANCE ASSESSMENT REPORT (ASSESSMENT CRITERIA AND METHODOLOGY FOR DIRECTORS OF PHYSICAL EDUCATION)

(As per UGC Regulation-2018, Appendix II Table 1, page no. 110-111, published in the Gazette of India dated 18.07.2018)

To be filled for each year during the assessment period

Assessment period: to

1) Attendance is calculated in terms of the percentage of days attended to the total number of days he/she is expected to attend: *(Please enclose the documentary evidence for your claim)*

No. of days assigned	No. of days attended	% of attendance	Grading	Document evidence Page No.

Grading Criteria: 90 and above – **Good**, above 80 but below 90- **Satisfactory**, Less than 80 - **Not satisfactory**.

2) Organizing intra college competition : *(Please enclose the documentary evidence for your claim)*

S. No.	Details of competition	Name of disciplines	Number of disciplines	Grading	Document evidence Page No.

Grading Criteria: **Good** - Intra college competition in more than 5 disciplines, **Satisfactory** - Intra college competition in 3-5 disciplines, **Unsatisfactory** - Neither good nor satisfactory.



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3) Institution participating in external competitions : *(Please enclose the documentary evidence for your claim)*

S. No.	Details of external competition	Level of competition (National/State/District)	Name of disciplines	Number of disciplines	Grading	Document evidence Page No.

Grading Criteria: **Good** - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines, **Satisfactory**- State level competition in at least one discipline plus district level competition in at least 3 disciplines **OR** District level competition in at least 5 disciplines, **Unsatisfactory** - Neither good nor satisfactory.

4) Upgradation of sports and physical training infrastructure with scientific and technological inputs.
(Please enclose the documentary evidence for your claim)

S. No.	Details of up-gradation of sports and physical training infrastructure with scientific and technological inputs	Grading	Document evidence Page No.
Development and maintenance of playfields and sports and physical Education facilities. <i>(Please enclose the documentary evidence for your claim)</i>			
S. No.	Details of Development and maintenance of playfields and sports and physical education facilities	Grading	Document evidence Page No.

Grading Criteria: Good/Satisfactory/Not-Satisfactory to be filled and verified by the HoD



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5) (i)	At least one student of the institution participating in national/state/ university (for college levels only) teams. Organizing state/national/inter-university/inter-college level competition. <i>(Please enclose the documentary evidence for your claim)</i>			
S. No.	Details of the competition organized	Level of competition (National/State/ Inter Univ./Inter College)	Document evidence Page No.	
(ii)	Being invited for coaching at the state/national level. <i>(Please enclose the documentary evidence for your claim)</i>			
S. No.	Details, if invited as Coach	Level of coaching (National/State)	Document evidence Page No.	
(iii)	Organizing at least three workshops in a year. <i>(Please enclose the documentary evidence for your claim)</i>			
S. No.	Particular of workshops organized	Sponsoring Agency (if any)	Organizing year	Document evidence Page No.



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(iv)	Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance-related work including work done during admissions, examinations and extracurricular college activities.				
Publications of at least one research paper in UGC approved journal. <i>(Please enclose the documentary evidence for your claim)</i>					
S. No.	Title with page Nos. and Vol. No. including date of publication	Name of Journal	ISSN/ ISBN No.	Whether approved by the UGC (YES/NO)	Document evidence Page No.
Assistance in college administration and governance-related work including work done during admissions, examinations and extracurricular college activities. <i>(Please enclose the documentary evidence for your claim).</i>					
S. No.	Details of work assigned	Nature of work	Duration	Document evidence Page No.	
Grading					

Grading Criteria: **Good:** Involved in any two activities, **Satisfactory:** 1 activity, **Not Satisfactory:** Not involved/ undertaken any of the activities.



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Overall Grading	
Overall Grading Criteria: Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading. Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feedback must be shared with the concerned Director of Physical and Education and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.	



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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**