

Item No:6 ADMINISTRATIVE MATTERS

6:1: Selection Committee

- iii) Extension of Career Advancement Scheme to Sr. System analyst, System analyst (Computer Centre) and A.R and D.R.-regarding.

The University Grants Commission in the IVth Pay package has provided a Scheme of Career Advancement for Lecturers for placement in the Senior Scale/Selection Grade/Reader provided they fulfill the criteria as per guidelines which is placed at Annexure-'I'. The Commission, has also extended the aforesaid Scheme to the Assistant Librarian, Assistant Director of Physical Education, Assistant Registrar and Project Officer (CASE) as per the guidelines placed at Annexure-'II', 'III', and 'IV' respectively. However, no such scheme of promotional avenues were granted to the staff of computer centre though their scale of pay is at par with that of the teachers and the posts also were treated equivalent to that of teachers, Director with Professor, Sr. System analyst as Reader and System analyst as Lecturer.

In the Vth Pay revision, the Commission has again introduced the Scheme of Career Advancement for placement of Lecturers in senior Scale/Selection Grade/Reader/Professor as per revised guidelines at Annexure-'V', whereas for non-academic staff like Assistant Librarian, Assistant Director of Physical Education and Assistant Registrar, the existing Scheme will continue as per Annexure-'VI', but nothing has been mentioned with regard to the staff of computer centre. Similarly, no guidelines has been provided to the administrative staff like promotion of Asstt. Registrar to Deputy Registrar and Deputy Registrar to the higher post, though they enjoy the same scale of pay with that of the teachers.

As per the staffing pattern of the computer centre vide Annexure-'VIII', the post of Director in computer centre is equivalent to Professor, Sr. System analyst as Reader and System analyst as Lecturer and the scale of pay is also at par with the teachers, but no promotional avenues was given to these category by the UGC as in the case of teachers, where the UGC has granted senior scale/Selection Grade/Reader/Professor under Career Advancement Scheme. Though the work of the staff of computer centre is technical in nature and if the aforesaid scheme is extended to these category, it may be decided what are the guidelines to be followed for placement for such category.

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With regard to the promotion of A.R(Senior Scale) to Deputy Registrar, as done in the case of teachers(Senior Scale) after they have completed 5 years of service as Lecturer in the Senior Scale and fulfill other criteria, they are promoted as Selection Grade/Reader, whereas no such promotion was given to the A.R(Senior Scale) though they have been serving in the same capacity for several years. Likewise, no promotional avenues was given to the Deputy Registrar who have been serving for several years as Deputy Registrar, while for teachers i.e. Reader who have completed 8 years of service as Reader were promoted as Professor under Career Advancement Scheme., perhaps the same mode of promotion may be extended to the Deputy Registrar for promotion to the higher grade, and the guidelines to be implemented for such promotion may be decided by the Council itself, whether the same guidelines as prescribed by the UGC for teachers which will be a bit different from that of Reader will be followed or the University would like to frame a separate guidelines for each category.

The matter is therefore, placed before the Council for deliberation, and decision.

No:F.5-7/Estt.II(B)/2000-59

(December 18, 1989)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

GUIDELINES FOR CAREER ADVANCEMENT OF LECTURERS IN UNIVERSITIES/COLLEGES

1. Lecturer(Senior Scale)

Every Lecturer in the scale of pay of Rs.2200-4000 will be placed in the senior scale of Rs.3000-5000 if he /she has:

- (a) Completed 8 years of service after regular appointment/(see note (i) and (ii) at the end).
- (b) Participated in two Refresher Courses/Summer Institute each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, and (see note (iii) at the end).
- (c) consistently satisfactory performance appraisal reports

NOTE: All lecturers in the existing scale of Rs.700-1600 who have completed 8 years of service on 1.1.1986, will be placed through a process of screening/selection based on regular and systematic appraisal of performance and other mechanism prescribed by the university concerned, in the scale of Rs.3000-5000.

II. Lecturer(Selection Grade)/Reader.

- 1. Every Lecturer in the senior scale of Rs.3000-5000 will be eligible for promotion to the post of lecturer(Selection Grade)/Reader in the scale of pay of Rs.3700-5700 if he/she has;
 - (a) Completed 8 years of service in the senior scale provided that the requirement of 8 years will be relaxed if the total service of the lecturer is not less than 16 years (see note (i) and (ii) at the end).
 - (b) obtained a Ph.D degree, or an equivalent published work;
 - (c) made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula, etc.

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- (d) Participated in two Refresher courses/summer institutes each of approximately 4 week's duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC after placement in the Senior Scale; and (see note (iii) at the end).
 - (e) consistently good performance appraisal reports.
2. Promotion to the post of lecturer(Selection Grade)/Reader will be through a process of selection by a selection committee to be set up under the Statutes/Ordinances of the University concerned or other similar committees set up by the appointing authorities. Posts will stand created for this purpose by upgrading a corresponding number of posts of lecturers in the universities and colleges.
 3. Those lecturers in the Senior Scale who do not have a Ph.D degrees or equivalent published work and who do not meet the scholarship and research standards of a Reader but fulfill the other criteria mentioned in para 1 and have a good record in teaching and/or participation in extension activities, will be placed in the grade of Rs.3700-5700 subject to the recommendations of the Committee mentioned in para 2. They will be designated as Lecturers in the Selection Grade. Posts in the Selection Grade will be created for this purpose by upgrading the posts held by them. They would offer themselves for a fresh assessment after obtaining a Ph.D degree and/or fulfilling other requirements for promotion as Reader, and if found suitable, could be given the designation of Reader.
 - (i) Lecturers in the existing Selection Grade(pre-revised) of Rs.1200-1900 in the colleges will be placed at the appropriate stage in revised selection grade of Rs.3700-5700 in accordance with fixation formula under this scheme. Existing Lecturers of (pre-revised) Rs.700-1600, who have completed or will complete a total period of 16 years of service on 1.1.1986 or thereafter will be eligible for promotion to the post of Reader or placement in the Selection Grade in accordance with the provisions in paras 1, 2 and 3 of II.

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- (ii) Lecturers (Pre-revised Rs.700-1600 or revised Rs.2200-4000) for promotion to Lecturer (Senior Scale) (Rs.3000-5000) and /or Lecturer (Selection Grade) Rs.3700-5700 will also be entitled to the relaxation in the years of service by 3 years and 1 year respectively, if they hold Ph.D or M.Phil degree.

The lecturers who were in service before 1.1.1986 and who are eligible for placement in the senior scale/selection grade in accordance with the above provisions, may be placed accordingly by relaxing provisions under I(b) and II(d) above ensuring that such lecturers participate in the refresher courses latest by December, 1991. This relaxation will not be allowed to the lecturers appointed on and after 1.1.1986.

 These guidelines are in accordance with Government of India notifications F.1-21/87-U.1 dated 17th June, 1987/22nd July, 1988 with particular reference to paras 13.17 of the second notification.

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ANNEXURE-'II'

- (i) The Assistant Registrars and their equivalents will have a senior scale of Rs.3000-100-3500-125-5000, placement in which will be after 8 years of service provided they have participated in two training programmes on Education Administration, University Management, Accounts and Finance etc. each, of approximately four weeks' duration and their performance appraisal reports are consistently satisfactory. The senior scale will be restricted to 50% of the total strength of Assistant Registrars and their equivalent grades.
- (ii) There will be no Selection Grade for Assistant Registrars and their equivalent grades.
- (iii) The minimum qualifications for recruitment of Assistant Registrars and their equivalent will be a Master's degree with 55% marks. All direct recruitment should be made through all-India advertisement and Selection, on the basis of a written test and interview. 50% of the posts at this level may be filled through promotion from the lower grades. The minimum Educational qualifications mentioned above will not apply in the case of promotion.
- (iv) Assistant Registrars and their equivalents will be eligible for promotion to the post of Deputy Registrars and their equivalents to the extent of 25% of the vacancies at that level on completion of 8 years in the senior scale. 75% of the posts of Deputy Registrars and their equivalents shall be filled by direct recruitment through all-India advertisement and Selection.

6:1:3(7)

No. F.23-23/91(ASC)

Dated 2nd February, 1994

To

Registrar,
North-Eastern Hill University,
Shillong-792 022,
(MEGHALAYA)

Sub: Training programme of Non-Teaching Staff
in Universities.

Sir,

With reference to your letter No.F.5-1/Estt.II(B)/91-725 dated 30th November, 1993 on the above subject, I am directed to say that the Commission felt that the Universities were feeling difficulty to spare the staff of the Rank of Registrar, Deputy Registrar and Assistant Registrar for four weeks to attend the Training programme. The Commission inter alia decided that the duration of such of the programmes organised in various Universities may be reduced to two weeks but in such cases the non-teaching staff attending there training programmes are supposed to attend four programmes of two weeks' duration or two programmes of four weeks' duration to become eligible to be placed in senior scale.

It may be noted that by simply attending two programmes of two weeks duration the non-teaching staff will not be eligible to be placed in senior scale.

Yours faithfully,

Sd/- V. K. Sharma

Under Secretary

Career Advancement as per IVth Pay Revision

8. Every Assistant Librarian and Assistant Director of Physical Education in a University and a Librarian and Director/Instructor of Physical Education in a college, who is in the scale of pay of Rs.2200-4000 will be placed in a Senior Scale of Rs.3000-5000 if he/she has;

- (a) completed 8 years service after regular appointment, with relaxation as provided in para 7 above;
- (b) participated in two refresher courses/summer institutes, each of approximately four weeks; duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by the UGC; and
- (c) consistently satisfactory performance appraisal reports.

Explanation: All existing incumbents of these posts in the Universities and College, who are in the scale of pay of Rs.700-1600 and who have completed 8 years of service on 1.1.1986 will be placed through a process of screening/selection as indicated in para 22 of Appendix I to this letter, in the scale of Rs.3000-5000. The benefit of service provided in para 7 will be available for the initial placement also.

9. Every Assistant Librarian and Assistant Director of physical Education in the Universities who has been placed in the Senior/^{scale} will be eligible for promotion to the post of Deputy Librarian and Deputy Director of Physical Education respectively in the scale of pay of Rs. 3700-5700 if he/she has

- (a) Completed 8 years of service in the senior scale; provided that the requirement of 8 years will be relaxed if his/her total service is not less than 16 years
 - (b) obtained a Ph.D degree or an equivalent published work;
 - (c) made significant contributions to the development of Library service/ Physical Education in the University as evidenced by self-assessment, reports of referees, professional improvement in the Library services/ Physical Education activities, etc.; as the case may be;
 - (d) participated in two refresher courses/summer institutes each of approximately 4 weeks' duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC, after placement in the senior scale; and
 - (e) consistently good performance appraisal reports.
10. Promotion to the post of Deputy Librarian/Deputy Director of Physical Education will be through a process of selection by a Selection Committee as in the case of promotion to the post of Readers, Post of Deputy Librarians/Deputy Directors of Physical Education will be created for this purpose by upgrading the post of Assistant Librarian/Director of Physical Education (Senior Scale).

11. Those Assistant RLibrarians and Assistant Directors of Physical Education in the Universities in the Senior Scale who do not have Ph.D degree or equivalent published work, but fulfil the other criteria, mentioned in para 9 above will be placed in the grade of Rs.3700-5700 subject to the recommendations of the Committee mentioned in para 10 above. They will be designated as Assistant Librarian and Assistant Director of Physical Education in the Selection Grade.

12. The College Librarians and Directors/Instructors of Physical Education in Colleges, who have been placed in the Senior Scale will also be eligible for placement in the selection Grade of Rs.3700-5700 if they fulfil the criteria prescribed in para II above.

Anomalies

13. Anomalies, if any, in the implementation of the scheme may be brought to the notice of the Department of Education in the Ministry of Human Resource Development for clarification.

6:1:3(10)

ANNEXURE--'IV'

No. F.1-14/85(NFE)

Dt 16th February, 1993.

The Registrar

Subject: Pay scales and Career Advancement for Project Officer and qualifications for appointment to core staff for Adult & Continuing Education Programmes.

Sir,

I am directed to say that the Commission has been informing the universities from time to time that the staff working in the Department/Centre for Adult & Continuing Education and Extension Programmes may be treated at par with other teaching staff working in other faculties of the university,

The Commission vide its letter No. F.1-14/85(NFE) dated 17.5.1989 conveyed to the universities that the core staff of the department/centre of Adult & Continuing Education and Extension Programmes i.e. the Director, Assistant Director and Project Officer shall be given the scales of pay corresponding to the scales of pay of Professors, Readers and Lecturers respectively as per the scheme of revised scales of pay for teachers w.e.f 1.1.1986. In the said circular, it was intimated that the details of the career advancement for Project Officers were being worked out and would be communicated later.

In the revised guidelines on total Literacy Campaign and Adult & Continuing Education Programmes circulated to the universities in May, 1992, it was explicitly made clear that the scales of pay of the staff sanctioned by the UGC for the Deptts. of Adult Education should have the same status and facilities as admissible to those working in other departments of the university except that adult education department be non-vacational. The Commission has now decided that the posts of Project Officers for the Adult, Continuing Education and Extension including Population Educational in the universities shall also carry besides the scales of Rs.2200-4000, the scheme of Career Advancement with the benefit of senior grade(Rs.3000-5000) and selection grade(Rs.3700-5300) as admissible to lecturers working in other ~~faculties in universities/~~ colleges and subject to the same conditions. The grant of the senior grade and selection grade of pay to the Project Officers shall be subject

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to fulfilment of the same terms and conditions as are applicable for lecturers in other faculties in the universities. Also the qualifications for recruitment of Project Officers, Assistant Directors and Director would also be the same as for Lecturers, Readers and Professors respectively.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-Y. N. Chaturvedi

Copy to:

1. Vice-Chancellor
2. State Govt. Secretaries, Deptt. of Education.
3. JS(4), UGC office
4. PIO for publishing an abstract in the next issue of the UGC Newsletter
5. Commission Members.

ANNEXURE-'V'New Ordinance on Career Advancement Scheme

(under Section 26(1)(n))

1. There shall be a Career Advancement Scheme for placement/promotion of teachers of the university from Lecturer to Lecturer(Senior Scale), from Lecturer(Senior Scale) to Lecturer(Selection Grade)/Reader and from Reader to Professor.
2. Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category
3. The existing scheme for Career Advancement for other Academic Staff shall continue

Lecturer(Senior Scale)

Qualification (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D

(ii) participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Candidates with Ph.D degree shall be exempted from one refresher course, and

(iii) possesses satisfactory Self appraisal report(s)

4. (b) Lecturer(Selection Grade)

A Lecturer in the Senior Scale shall be eligible for placement in the Selection Grade if he/she has

(i) completed 5 years of service in the senior scale

(ii) participated after placement in the senior scale, in two refresher courses/summer institutes of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC

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(iii) a good record in teaching and has contributed to the corporate life of the University/institution, examination work or through extension activities

(iv) possesses satisfactory Self-appraisal report(s).

Whenever the requirement of orientation/refresher courses has remained incomplete, the placement would not be held up but these may preferably be completed by the year 2000 but not later than 31.12.2002.

Reader 4 A Lecturer(Senior Scale) shall be eligible for promotion as Reader if he/she has

(i) completed 5 years of service in the Senior scale

(ii) Obtained a Ph.D degree or has equivalent published work

(iii) Made some mark in the areas of scholarship and research as evidenced e.g., by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities

(iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and

(v) Possesses consistently satisfactory self-appraisal report(s)

Provided that a lecturer in the Selection Grade may offer himself/herself for fresh assessment to be designated as Reader after obtaining a Ph.D degree or fulfilling other requirements for promotion to Readership.

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4(d) The requirement of participation in orientation/ refresher courses/summer institutes, each of at least 3 weeks duration, and consistently satisfactory performance appraisal reports, shall be a mandatory requirement for Career Advancement from Lecturer to Lecturer(Senior Scale) and from Lecturer(Senior Scale) to Lecturer(Selection Grade)/Reader. Wherever the requirement of orientation/refresher courses/summer institutes has remained incomplete, the promotion would not be held up but these must be completed by the year 2000 but not later than 31.12.2002.

Provided that if an applicant for promotion to the post of Lecturer(Senior Scale)/Lecturer(Selection Grade)/Reader does not have required number of summer institutes/ orientation of refresher courses, he/she shall be required to bring this fact to the notice of the University giving reasons for his/her being able to participate such courses.

Professor 4(e) A Reader in the University Department shall be eligible for Promotion to the post of Professor, if he/she has

- (i) Completed 8 years of service as Reader
- (ii) satisfactory self appraisal report(s)
- (iii) at least 3 research publications/written academic contributions and one of the following;
 - (a) attended Seminars/Conferences
 - (b) made contribution to teaching/academic environment/institutional corporate life
 - (c) participated in Extension and field outreach activities.

ANNEXURE-VI7.0.0 CAREER ADVANCEMENT

- 7.1.1 Minimum length of service for eligibility to move into the grade of Lecturer(Senior Scale) would be four years for those with Ph.D five years for those with M.Phil, and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer(Selection Grade)/Reader, the minimum length of service as Lecturer(Senior Scale) shall be uniformly five years.
- 7.1.2 For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D can go up to the level of Lecturer(Selection Grade).
- 7.1.3 A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 7.1.4 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.
- 7.1.5 The existing scheme of Career Advancement for non academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

ANNEXURE-VII

Staff for the Computer Centre

Level I :	Post	No. of positions	Level of posts	Essential qualifications
1.	Head of Computer	1	Reader/Professor	As prescribed for Reader/Professor with Master's/Ph.D in Computer Science.
2.	System analyst	1 per shift (plus one of MCA is subsequently approved)	Lecturer	Master's degree in Computer Science and as prescribed by the Univ.
3.	Technical Assistant	1 per shift	Technical Assistant in Univ.	B.Sc with atleast diploma in Computer Applications.
4.	Stanographer	1		As prescribed in University but with knowledge of word processing.
5.	Students (Assistants)	2 (part-time)	Rs.1200/-p.m basis for two years work)	Only on tenure for a person.

Level II :

1.	Director Computer Centre	1	Professor	Minimum as prescribed for Professor with Master's degree/Ph.D in Computer Science .
2.	Senior System Analyst	1	Reader	Minimum as prescribed for Reader with Master's degree/Ph.D.in computer Science.
3.	System analyst	1 per (Plus one if MCA is subsequently approved)	Lecturer	As prescribed for Level I.
4.	Technical Assistants	2(Plus 1 for each additional shift	Technical Assistant	B.Sc.with diploma in Computer Applications.
5.	Stenographers	2		As prescribed in the university with knowledge of word processing.
6.	Students (Assistants)	4	Rs.1200/-p.m	On tenure basis for a maximum of two years for a person.

- (ii) Change of effective date in respect of Teachers placed in the Senior Scale / Selection grade / Reader under CAS after 1.1.96.

EC:106:2000:6:1: (ii): The Council considered the change of effective date of those teachers placed in the Senior Scale / Selection Grade / Readers' Grade under the earlier Career Advancement Scheme and RESOLVED that such teachers desiring placement under the time frame stipulated under the Vth Pay Package may apply for consideration under the new rules.

- (iii) Extension of Career Advancement Scheme to Sr. System Analyst, System Analyst (Computer Centre) and AR & DR.

EC:106:2000:6:1: (iii): The Council considered the extension of the Career Advancement Scheme to the System Analysts, Sr. System Analysts of the Computer Centre and also the Assistant Registrars and Deputy Registrars and RESOLVED to authorise the Vice Chancellor to constitute two Committees, one of which will look into the feasibility of extending the CAS to the other academic and non-academic staff and the other Committee to look into the means of meeting the expenditure involved, as well as to recommend concrete measures for the University to generate its own income.

- (iv) Recommendations of various Selection Committees for placement in the Senior Scale under Career Advancement Scheme.

EC:106:2000:6:1: (iv): The Council considered the placement of the following teachers under the CAS and RESOLVED to approve as follows w.e.f. the date of eligibility:

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| 1. Dr. BD Chinara, Lecturer in Education (M/C) | Senior Scale |
| 2. Sri. SK Nanda, Lecturer in Sociology (PUC) | Senior Scale |
| 3. Smt. AN Passah, Lecturer in History (S) | Senior Scale |

**6:2- Appointment /Creation- Up-gradation of Posts/
Confirmation / Extension / Option / Transfer / Release /
Termination.**

- (i) Appointment of Head, Department of Forestry, NEHU, Mizoram Campus, Aizawl.

EC:106:2000:6:2: (i): The Council considered the appointment of Head, Department of Forestry and RESOLVED that Prof. LK Jha be appointed as HOD for a period of three years.