

15/2/18  
GOVERNMENT OF ASSAM  
HIGHER EDUCATION (TECHNICAL) DEPARTMENT  
DISPUR, GUWAHATI - 6.

No. ATE.68/2013/781

Dated Dispur, the 17<sup>th</sup> January, 2018

OFFICE MEMORANDUM

**Sub : ADOPTION OF CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS OF GOVERNMENT POLYTECHNIC INSTITUTIONS**

The Government of India vide their AICTE notification No. 37-3/legal/2010 dated 5<sup>th</sup> March, 2010 allowed the AICTE Revised Pay Scale to the teachers in the Government Polytechnic Institutions of Assam w.e.f. 01-01-2006. As per new AICTE regulation F. No. 37-3/Legal/AICTE/2012 dated 8<sup>th</sup> November 2012, the Career Advancement Scheme (CAS) Promotion to the teachers would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal (PBAS) norms laid out in the AICTE Diploma CAS Regulation dated 8<sup>th</sup> November 2015.

**A. CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS FOR THE PERIOD 1/1/2006 TO 7<sup>TH</sup> NOVEMBER 2015**

There are some teachers who have required Qualifications & Training within the stipulated time, but are not enjoying benefits of placement in the Senior Scale & Selection Grade due to some administrative constraints in time. As a result, some teachers are deprived of the benefits of the CAS.

The Govt. of Assam. Higher Education Department (Tech) has considered the entire matter of CAS and the condition accountability imposed in the guidelines issued by the AICTE for time to time. The following procedure will be adopted for placement of teachers (Lecturers) in higher grades, who have fulfilled the required criteria before 08/11/2015, as per declaration on the AICTE Notification F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 [Clause 38]

**A1. General**

- (i) There shall be designations in respect of teachers in Polytechnics, namely, Lecturer, Senior Lecturer, Head of the Department & Workshop Superintendent.
- (ii) The pay of teachers and equivalent positions in Polytechnics 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 several opportunities for upward movement during their career.

**A2. Revised Pay Scales, Service conditions and Career Advancement Scheme for Lecturers in Polytechnics**

The pay structure for different categories of Lecturers shall be as indicated below:

- A2.1 Persons with B. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100/- with AGP of Rs. 5000/- and will move to AGP of Rs. 6000/- on completion of Masters in qualification in appropriate branch / discipline.
- A2.2 Persons with M. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100/- with AGP of Rs. 6000/-
- A2.3 A Lecturer with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000/-
- A2.4 A lecturer possessing Masters degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000/- after completion of 5 years service as Lecturer.
- A2.5* Lecturers who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 6,000/- only after completion of 6 years service as Lecturer.
- A2.6* Lecturers who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000/- only after completion of 9 years service as Lecturer.
- A2.7 The upward movement from AGP of Rs. 5000/- to AGP of Rs. 6000/- and from AGP of Rs. 6000/- to Rs. 7000/- for all Lecturers shall be subject to their satisfying other conditions [Clause A2.13] as laid down by AICTE.
- A2.8 The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200/-) shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100/- based on their present pay, with AGP of Rs. 7000/-
- A2.9* Lecturers with completed service of 5 years with the AGP of Rs. 7000/- shall be eligible, subject to other requirements [Clause A2.13] laid down by the AICTE to move up to the AGP of Rs. 8000/-
- A2.10 Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised 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 continued to be designated as Lecturers (Selection Grade)

A2.11 Incumbent 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), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000/- and accordingly designated as Lecturers (Selection Grade)

A2.12 Lecturers (Selection Grade), completing 3 years of teaching with the AGP of Rs. 8000/- shall be eligible, subject to other conditions [Clause A2.13], as prescribed by AICTE, to move to the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/-

A2.13 All advancements to higher grade pays in various cadres will be effected subject to:

(i) Completion of two AICTE Approved Refresher programs /Short term courses of not less than two weeks duration and two one week each TEQIP sponsored programs or two one week each AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes short term programs. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 59) and F. No. 27/RIFD/Pay Scale/01/2013-14 dated 09/06/2016 (clause 59)]

(ii) Satisfactory Annual Confidential Report (ACR) for last three years.

### A3. Workshop Superintendent

Workshop Superintendent is treated at par with Lecturers and is to be considered for upward mobility similar to that of Lecturers.

## B. CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS AFTER 7<sup>TH</sup> NOVEMBER 2015

As per new AICTE regulation F. No. 37-3/Legal/AICTE/2012 dated 8<sup>th</sup> November, 2012, the CAS promotion to the teachers would be subject to the Academic Performance Indicator (API) criteria in Performance Based Appraisal System (PBAS) norms laid out in this AICTE regulation. The CAS as per this new AICTE regulation shall come into force with effect from the 08/11/2015. Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 08/11/2015, the CAS promotion of such a candidate shall be governed by the provisions of these Regulations.

- B1.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the State Government Polytechnic, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the State Government the Performance Based Appraisal System (PBAS) in a proforma as evolved by the State Government duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix - I) set out in these Regulations.
- B1.2 In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the State Government Polytechnic should immediately initiate the process of screening selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 8<sup>th</sup> November 2015 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 8<sup>th</sup> November 2015, on which they fulfill the eligibility conditions.
- B1.3 Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A) of Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
- B1.4 The Selection Committee specifications as delineated in Clause D (below) are applicable to Career Advancement promotions of Lecturer to Lecturer (Senior Scale) to Lecturer (Selection Grade).
- B1.5 CAS promotions from a lower grade to a higher grade of Lecturer / Lecturer (Senior scale) shall be conducted by a "Screening-cum-Evaluation Committee adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix - I.
- B1.6 The "Screening-cum-Evaluation Committee" for CAS promotion of Lecturer / Lecturer (senior scale) from one AGP to the other higher AGP shall consist of:
- (1) "Screening-cum-Evaluation Committee" for Polytechnic teachers (for stage 2 & stage 3):
- (i) The Principal of the Polytechnic
  - (ii) Head of the concerned department from the Polytechnic; and
  - (iii) Two subject experts in the concerned subject nominated by the State Govt. from panel of experts.
- B1.7 The quorum for the committee as mentioned above shall be three including one subject expert / State nominee need to be present.



- B1.8 The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective Directorate of Technical Education based on these Regulations and as per the minimum requirement specified in Tables II (A) and III of Appendix I for each of the cadre of Lecturer, shall recommend to the State Government about the suitability for the promotion of the candidates under CAS for implementation.
- B1.9 All the selection procedures outlined above, shall be completed on the day of the screening committee /selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the screening/selection committee in the minutes.
- B1.10 CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
- B1.11 The incumbent teacher must be on the roll and active service of the Polytechnic on the date of consideration by the Screening/Selection Committee for Selection /CAS Promotion.
- B1.12 Candidates shall offer themselves for assessment for promotion if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event the Polytechnic concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- B1.13 In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- ✓B1.14 If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- ✓B1.15 If, however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application.
- ✓B1.16 If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment his / her promotion will be deemed to be from the later date of successful assessment.

**B2. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTMENT LECTURER:**

- B2.1** Entry level Lecturer (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through three successive stages (stage 2, stage 3 and Stage 4), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause.
- B2.2** In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 8<sup>th</sup> November 2015 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix 1 is to be implemented for one year, initially based on the existing systems in Polytechnic for one year only with the minimum annual scores as depicted in Table II(A) for Polytechnic teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
- B2.3** Incumbent and newly recruited Lecturer possessing Ph. D. Degree in the relevant discipline shall be placed in the Pay Band of Rs. 15600- 39100/- with AGP of Rs.6000/- (stage 1) and eligible for moving to the next higher Grade of Rs. 7000/- (stage 2) as Lecturer (Senior Scale) after completion of four years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.3)]
- B2.4** Incumbent and newly recruited Lecturer possessing M. Phil Degree or a Post-Graduate Degree in professional Courses approved by the relevant statutory body, shall be placed in the Pay Band of Rs. 15600- 39100/- with AGP of Rs 6000/- (stage 1) and eligible for the next higher grade pay of Rs.7000/- (stage 2) after completion of five years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.4)]
- B2.5** Incumbent and newly recruited Lecturer with B. Tech/B.E. qualifications in appropriate branch/discipline either entering the teaching profession newly or Lecturer already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the pay band of Rs. 15600-39100/- with AGP of Rs. 5400/- and will move to AGP of 6000 on completion of Masters in qualification in appropriate branch/Discipline [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.5)]. Further, Incumbents and newly recruited Lecturer who do not have Ph.D. or a Masters Degree in the relevant professional course shall be eligible for AGP of



Rs.7000 (stage 2) as Lecturer (Senior Scale) only after completion of nine years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.5)]

- B2.6 The upward movement from the entry level grade (stage 1) to the next higher grade pay of Rs.7000/- (stage 2) as Lecturer (Senior Scale) for all Lecturers shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in these Regulations. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.6)]
- B2.7 Lecturer(Senior Scale) who has completed five years of service in the grade pay of Rs 7000/-(stage 2) shall be eligible subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade pay of Rs 8000/- (stage 3) as Lecturer (Selection Grade) in the Pay Band of Rs. 15600-39100/-. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.7)]
- B2.8 Lecturer (Selection Grade) completing three years of teaching in the grade pay of Rs 8000/- (stage 3) shall be eligible subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs. 37400- 67000/- with next higher Grade of Rs. 9000/- (Stage 4) and to be re-designated as Lecturer (Selection Grade). However, those joining the Service after 8<sup>th</sup> November 2015 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4 subject to the following:

- a) Satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix 1; and
- b) an assessment by a duly constituted selection Committee

[As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.8)]

- B2.9 Head of the Department (HOD) Lecturer(Selection Grade), completing 3 (Three) years of service in the AGP of Rs. 9000/- and possessing a Ph.D. Degree in the relevant discipline shall be eligible, subject to other conditions of academic performance as laid down by AICTE, shall be placed in Rs. 37400- 67000/- with AGP of Rs. 10000/- (Stage 5) [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure – II- Clause 3.9)]

- C. In both the cases (A & B above), if a teacher acquires Ph.D. from inter-disciplinary Centre/Department, the Directorate of Technical Education, Assam will constitute a Committee and may take appropriate decision for the appropriateness of the work in the relevant discipline in which the faculty has acquired B.E./B. Tech. and M.E/M. Tech Degree [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 5)]

**D. The Selection Committee**

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The Selection committee for CAS promotion will be constituted as per following :

- 1) Commissioner & Secretary / Secretary, Higher Education (Technical) Department as Chairman.
- 2) Joint / Deputy Secretary, Higher Education (Technical) Department as Member Secretary.
- 3) Director of Technical Education, Member
- 4) Joint / Deputy Secretary, Personnel Department.
- 5) One Principal of Polytechnic as nominated by the Commissioner / Secretary.

*Res:*

Secretary to the Govt. of Assam,  
Higher Education (Technical) Department.

Memo No. ATE.68/2013/781 - A

Dated Dispur, the 7<sup>th</sup> January, 2018

Copy to :-

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati - 29 for information and necessary action.
2. The Director of Technical Education, Govt. of Assam, Kahilipara, Guwahati - 19 for information and necessary action.
3. The Director, Higher Education, Assam, Kahilipara, Guwahati - 19 for information and necessary action. Application for promotion under CAS shall be submitted as per proforma in Annexure - II. The proforma alongwith details of the scheme shall be made available online.
4. P.S. to Commissioner & Secretary, Finance Department, Dispur, Guwahati - 6.
5. P.S. to Secretary, Higher Education (Technical) Department, Dispur, Guwahati - 6.
6. The Deputy Secretary, Finance (PRU) Department, Dispur, Guwahati - 6.
7. The Principal, All the Polytechnic Institutions of the State. They are requested to inform all concerned accordingly.
8. Guard file.

By order etc.,

*[Signature]*  
11/1/18

Joint Secretary to the Govt. of Assam,  
Higher Education (Technical) Department.

*The Principal,  
Assam Engineering Institute,  
Chandmari, Guwahati - 3*