

Government of Rajasthan
Department of Technical
Education

No. F.8 (01)T.E./2015 Jaipur,

--: ORDER :-

**CAREER ADVANCEMENT SCHEME FOR THE LECTURERS,
LIBRARIANS & PHYSICAL TRAINING INSTRUCTORS OF
THE
POLYTECHNIC COLLEGES (ENGINEERING) UNDER VI
PAY SCALES**

In continuation of Finance Department's Notification No. F.9(3) FD(Rules)/2010 dated 01-09-2010 the Government have decided to revise the existing Scheme of Career Advancement for the Lecturers, Librarians & Physical Training Instructors of the Polytechnic Colleges (Engineering) whose services are governed by the Rajasthan Technical Education (Engineering) Service Rules, 2010.

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:-

1. Short Title, Application and commencement :

- 1.1 These regulations may be called the Career Advancement Scheme (CAS) for the Teachers and other Academic Staff in Government Polytechnic Colleges (Diploma-Engineering), 2017.
- 1.2 They shall apply to all Government Polytechnic Colleges approved by the AICTE imparting Engineering education and such other course/Programs and areas as notified by AICTE from time to time
- 1.3 They shall come into force with effect from the date 05.03.2010 as provided in AICTE Regulation for CAS dated 08.11.2012.

2. Career Advancement Scheme:

- 2.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the state Government/ College, 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 State Government duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix I) set out in these Regulations.
- 2.2 Candidates who fulfil all other criteria mentioned in these regulations, as on or March, 2010 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 05" March, 2010, on which they fulfil the eligibility conditions.
- 2.3 Candidates who do not fulfil the minimum score requirement under the API Scoring System proposed in the Regulations as per the 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.
- 2.4 The Screening Committee specifications as delineated in Clause 2.6 are applicable to Career Advancement promotions of Lecturer to Lecturer (Senior scale) to Lecturer (Selection Grade).
- 2.5 CAS promotions from a lower grade to a higher grade of Lecturer/ Lecturer (senior scale) shall be conducted by a "Screening Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix.
- 2.6 The "Screening Committee" for CAS promotion of Lecturer/ Lecturer (Senior scale) from one AGP to the higher AGP shall consist of :

(i)	Chairman of RPSC or Member nominated by him	Chairman
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(ii)	ACS/ Principal Secretary to Government in Department of Technical Education	Member
(iii)	Principal Secretary/ Secretary to Government in Department of Personnel or his nominee not below the rank of Dy. Secretary to the Department of Personnel	Member
(iv)	Two Subject Experts	Member
(v)	Director of Technical Education	Member Secretary

Provided that in case any Member or Member Secretary as the case may be constituted the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member Secretary, as the case may be of the Committee.

- 2.7 The Chairman or Member of RPSC shall preside over the Meeting of the Committee at which he is present.
- 2.8 The Screening Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the Directorate of Technical Education based on AICTE Regulations 08.11.2012 and subsequently clarifications on dated 04-01-2016 and as per the minimum requirement specified in Tables II and III of Appendix I/II/III for each of the cadre, shall recommend to the State Government about the suitability for the promotion of the candidates under CAS for implementation.
- 2.9 All the selection procedures outlined above, shall be completed on the day of the Screening 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 committee in the minutes.
- 2.10 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.
- 2.11 The incumbent teacher must be on the roll and active service of the Colleges on the date of consideration by the Screening Committee for Selection /CAS Promotion.
- 2.12 Candidates shall offer themselves for assessment for promotion if they fulfil 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 College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- 2.13 In the final assessment, if the candidates do not either fulfil 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.
- 2.14 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.
- 2.15 It 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.
- 2.16 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.

3. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED LECTURER:

- 3.1 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 fulfil the eligibility and performance criteria as laid down in next clause.

3.2 In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of the scheme from 5th march, 2010 in the CAS promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PABS on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Colleges for one year only with minimum annual scores as depicted in Table II (A) for college 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 year average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

However Relaxation in API score is applicable up to the period of 03 years only (till date 07-11-2015) from the issue of AICTE Regulations 2012 in official Gazette. Thereafter, API score shall be implemented.

- 3.3 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.
- 3.4 Incumbent and newly recruited lecturer, possessing M.Phil. Degree or a Post-Graduate 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 moving to the next higher grade of Rs. 7000 (stage 2) as lecturer (Senior Scale) after completion of five years' service as Lecturer.
- 3.5 Incumbent and newly recruited lecturer with B.E. / 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. 5400 and will move to AGP of Rs. 6000 on completion of Master's qualification in appropriate branch / discipline. Further, Incumbent and newly recruited lecturer who do not have Ph.D. or a Master's degree in relevant branch / discipline of a program shall be eligible, for the AGP of Rs. 7000 (stage 2) as lecturer (Senior Scale) only after completion of nine years' service as Lecturer.
- 3.6 The upward movement from the entry grade (stage 1) to the next higher grade 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 the Regulations.
- 3.7 Lecturer (Senior Scale) who has completed five years of service in the grade 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 of Rs 8000 (stage 3) as Lecturer (Selection Grade) in Pay Band of Rs. 15600-39100.
- 3.8 Lecturer (Selection Grade, Stage 3) completing three years of service in the grade 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 Service after 5th March, 2010 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 I; and

- (b) As assessment by duly constituted Screening Committee as suggested for the direct recruitment of Head of Department.
- 3.9 Every Librarian and PTI who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000, shall be eligible, for higher AGP of Rs. 7000 provided that he/she has completed:-
- (a) (i) Four years service and possessing Ph.D. Degree in relevant discipline.
 - (ii) Five years service and possessing M.Phil. Degree in relevant discipline. ,
 - (iii) Six years service, those do not possess Ph.D. or M.Phil. Degree but has master degree in relevant discipline
 - (b) Minimum API score using PBAS methodology as laid in Appendix II & III (as per the UGC Regulations 2010 in category I-III for Librarians & PTD)
 - (c) One orientation and one refresher course of 3-4 week duration.
- 3.10 Every Librarian and PTI who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000, shall be eligible, for higher AGP of Rs. 8000 provided that he/she has completed:-
- (a) Five years of service in Senior scale subject to their fulfilling other conditions of eligibility such as Ph.D. degree etc.
 - (b) Minimum API score using PBAS methodology as laid in Appendix II & III (as per the UGC Regulations 2010 in category I-III for Librarians & PTI)
 - (c) Additionally, two refresher course of 3-4 week duration to have been undergone during the assessment period.
- 3.11 Every Librarian and PTI, who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.8000, shall be eligible, for higher AGP of Rs. 9000 in pay band of Rs. 37400-67000, after completion of three years and fulfilling criteria stipulated in Appendix II & III.

Note :-

- For promotion under CAS and to be eligible for the grant of higher AGP, as stated at S.No. 3.1 to S.No. 3.8, the employee should satisfy the API based PBAS requirements and other conditions as laid down in APPENDIX — I, [Table I, II (A), and III].
- For promotion under CAS and to be eligible for the grant of higher AGP, as stated at S.No. 3.9 to S.No. 3.11, the employee should satisfy the API based PBAS requirements and other conditions as laid down in APPENDIX — II and III [Table I, II (A), and III].
- The details of API criteria based PBAS as notified by the AICTE regulations 2012 and UGC are attached herewith at APPENDIX - I, II and III [Table I, II(A), and III]. Other Terms and Conditions not contained in this scheme, shall be in conformity with the Guidelines /

Clarifications contained in AICTE Notification dated 08.11.2012 and dated 04.01.2016.

4. Workload of teachers of Diploma level courses (Three years diploma Engineering Programme)

Workload of a teacher should not be less than 40 hours a week of which teaching contact hours should be as follows :

Lecturers : 18 hrs/week;

Lecturers (Senior Scale) : 16 hrs/week;

Lecturers (Selection Grade)/ Heads of Department 14 hrs/week;

Principal 06 hrs/week;

5 Procedure for implementation of CAS:

1. A lecturer who wishes to be considered for promotion under CAS may submit in writing to the DTE/College, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) in the proforma duly supported by all credentials as per the Academic Performance Indicator of the (API) guidelines set out in these Regulations.
2. Chairman of Screening Committee shall evaluate these applications by constituting a suitable committee, which shall include technical experts and then forward the eligible cases as per the Guidelines / Clarifications contained in AICTE dated 08.11.2012 and dated 04.01.2016 to the Screening Committee for grant of CAS.

APPENDIX - I

TABLE -I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN
RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE
TEACHERS

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses, etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity Maximum	Score
1	Lecturers, seminars, tutorials, practical's, contact hours undertaken as percentage of lectures allocated*	50
2.	Lectures or other teaching duties in excess of the AICTE norms	10
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment	25
	Total Score	125
	Minimum API Score Required	75

Note: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. State Government may prescribe minimum cut-off (net of due leave), say 80 %, for above, below which no scores may be assigned in these sub-categories.

**CATEGORY -II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES.**

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be caned out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Department may detail the activities or in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No.	Nature of Activity	Maximum Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling)	20
2.	Contribution in Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category TI below).	15
	Total Score	50
	Minimum API Score Required	15

This order bear the concurrence of the Finance Department vide LD. No 101706077 dated 28.11.2017,

Joint Secretary-II,
(Technical Education)

Copy submitted/forwarded to –

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2. PS to Additional Chief Secretary, Dept. of Technical Education, GOR.
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