NOTIFICATION

Sub: Guidelines / Regulations for direct recruitment and promotion of Teachers - reg.
Ref: 1. UGC No.F.3-1/2009 dated 30 June, 2010
2. ICAR F.No.1(01)/2009-Per-IV, dated 02 August 2010
4. Proceedings of 8th Meeting of the Academic Council held on 05.06.2012.
5. Resolution on Item No.9 of 12th Meeting of the Board of Management held on 13.06.2012.
6. Approval of the Hon’ble Vice Chancellor, UHS, Bagalkot.

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In pursuance of the above, the University approval is hereby accorded for Guidelines / Regulations for direct recruitment to the post of Professor, Associate Professor and Assistant Professor and promotion of Teachers under CAS – 2006 in line with UGC / ICAR Guidelines as put up in the enclosed Annexure.

Further, the Board accorded its approval for the score cards for promotion of teachers under CAS – 2006. In respect of score card of teachers for direct recruitment, the existing score card shall be continued.

The Guidelines / Regulations for direct recruitment and promotion of teachers shall come into force with immediate effect.

BY ORDER,

-Sd/-
(A.B. PATIL)
REGISTRAR

To:
1. All Officers of the University.
2. All Deans/Special Officers of Colleges.
3. All Heads of Research Stations/AICRP Schemes

Copy to the P.S. to the Hon’ble Vice Chancellor, UHS, Bagalkot.
REGULATIONS GOVERNING RECRUITMENT AND PROMOTION OF
TEACHERS AND EQUIVALENT CADRES IN LIBRARY IN THE
UNIVERSITY

      (2) ICAR F.No.1(01)/2009-Per-IV, dated 02 August 2010.

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1. COVERAGE

These regulations shall apply to the teachers and equivalent cadres in the library in the
University of Horticultural Sciences, Bagalkot and comes into effect from the date of notification
of these regulations with regards to direct recruitment and with regard to Career Advancement
Scheme 2006 (CAS) from 24/03/2010.

2. DIRECT RECRUITMENT & QUALIFICATIONS

2.1. GENERAL GUIDELINES

2.1.1. The direct recruitment to the posts of Assistant Professors, Associate Professors,
Professors and equivalent cadres in library in the University shall be on the basis of
merit through all India advertisement and selections by the duly constituted Selection
Committees as per the provisions made under these Regulations.

2.1.2. The minimum qualifications required for the post of Assistant Professors, Associate
Professors, Professors will be those as prescribed in these Regulations.

2.1.3. Ph.D. Degree shall be a mandatory qualification for the direct recruitment of Associate
Professor and Professor.

2.1.4. The period of time taken by candidates to acquire M.Phil., and/or Ph.D. Degree shall
not be considered as teaching/research experience to be claimed for direct recruitment
of teacher.

2.1.5. Only the candidates fulfilling all the eligibility criteria as on the last date of submission
of application will be considered for selection.
2.2. ELIGIBILITY

2.2.1 PROFESSOR

(i) A Candidate with Ph.D. qualification(s) in the concerned /relevant discipline and published work of high quality, with a minimum of 10 publications in the form of books and/or research/policy papers, of which at least five papers in refereed journals in the previous cadre.

(ii) A Master’s Degree with at least 55% marks or equivalent with a relaxation of 5% for SC/ST/differently abled categories.

(iii) A minimum of ten years of teaching/research/extension experience in university/college or accredited Research Institutions/Industries (only accredited R&D institutions in the concerned subject) including experience of guiding candidates for research in the cadre of Assistant Professor and above, with at least 2 years of experience in the Associate Professor cadre or equivalent.

2.2.2 ASSOCIATE PROFESSOR

(i) A candidate with a Ph.D. Degree in the concerned/ relevant disciplines.

(ii) A Master’s Degree with at least 55% marks or equivalent with a relaxation of 5% for SC/ST/differently abled categories.

(iii) A minimum of 5 publications as books and research/policy papers of which at least 3 papers in refereed journals in the cadre of Assistant Professor.

(iv) A minimum of eight years of experience of teaching/research/extension in University or College or accredited Research Institution/Industry (only accredited R&D institutions in the concerned subject) in the cadre of Assistant Professor.

2.2.3. ASSISTANT PROFESSOR

(i) A Master degree in the concerned / relevant subject with at least 55% marks or equivalent degree with a relaxation of 5% for SC/ST/differently abled categories.

(ii) NET/SLET/SET conducted by UGC/ICAR/CSIR/SLET/ SET is compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal for disciplines in which NET/SLET/SET is conducted.
Essentiality of NET is relaxed for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and having at least two full length publications having a NAAS rating not less than 4. Candidates with Ph.D. degree without course work will not qualify for NET exemption. The list of NET subjects to be cleared for different discipline is as per ICAR guidelines.

(iii) NET/SLET/SET shall not be required for such Masters Programmes in the concerned or related disciplines for which NET/SLET/SET is not conducted. However, such candidates should have one publication in NAAS rated refereed journals.

2.2.4. DEPUTY LIBRARIAN

i) A Master’s Degree in library science/information science/documentation with at least 55% of the marks or its equivalent and a consistently good academic record with a relaxation of 5% for SC/ST/differently abled categories.

ii) Five years experience as Assistant Librarian in University/College Library/ R&D institutions (only accredited R&D institutions).

iii) A M.Phil./Ph.D. Degree in library science/Information science Documentation/Archives and manuscript-keeping/computerization of library is desirable.

2.2.5. ASSISTANT LIBRARIAN

i) A Master’s Degree in Library Science/Information Science /Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent with a relaxation of 5% for SC/ST/differently abled categories. A consistently good academic record with knowledge of computerization of library is essential.

ii) NET is compulsory along with one publication in UGC / NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal. Essentiality of NET is relaxed for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations 2009, and having at least two full length publications having a NAAS/UGC rating not less than 4. Those candidates with Ph.D. degree without course work will not qualify for NET exemption.
2.3. **COMPOSITION OF SELECTION COMMITTEE FOR ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, PROFESSORS, ASSISTANT LIBRARIANS AND DEPUTY LIBRARIANS.**

(a) The Selection Committee shall have the following composition.

i) The Vice Chancellor shall be the Chairperson of the Selection Committee.

ii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management.

iii) One of the Directors / Deans.

iv) Concerned University Head of the Department.

v) An academician nominated by the Chancellor.

vi) A Professor representing SC/ST/OBC/Minority/ Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

(b) At least four members, including the chairperson and two outside subject experts shall constitute the quorum.

2.4. **SELECTION PROCEDURES:**

2.4.1 Applications shall be invited in a score card based Application Form developed for the purpose from eligible candidates through advertisement in at least one national level and one state level news paper and also posting on the website of the university at least 30 days prior to last date for submission of application.

2.4.2 The assessment of the performance of each candidate shall be as per the score card specially developed for the purpose as given in annexure.

2.4.3 Preliminary screening of applications received for appointment shall be made by the Screening Committee comprising of three Officers nominated by the Vice-Chancellor. The Committee shall go through the applications and recommend the list of candidates eligible to be called for interview.

2.4.4 From among the eligible candidates recommended by the Screening Committee for the post of Assistant Professor, candidates shall be called for interview based on the merit with the prescribed qualification for the post in the ratio to a maximum of 1:10 (10 candidates for each post advertise). And all candidates with Ph.D. degree who fulfills
the eligibility will be called for interview.

2.4.5 The selection committee shall assess the performance of the candidate as per the score card based on the testimonials enclosed along with the application at the time of the interview.

2.4.6 Candidates shall produce all the original documents, including reprints of publication of all copies enclosed in the application for verification at the time of interview, failing which their candidature is likely to be rejected.

2.4.7 The selection committee shall assess personality and over all knowledge and ability to take up the responsibility for which he/she is an applicant during the interview. If necessary, the selection committee can ask the candidate to give a lecture or a seminar on a suggested topic.

2.4.8 The selection committee shall recommend a panel of a maximum of four names in the order of merit based on the total score obtained by the candidates as per the score card including the marks for interview for each post advertised.

2.4.9 A candidate should secure overall minimum score of 25, 40 & 45 in case of SC/ST/ Differently abled and 30, 45 & 50 for others for the post of Assistant professor, Associate professor & Professor respectively to be qualified for the selection through director recruitment. In case of Assistant Professor Physical Education, Computer Science and Library Science 20 marks for SC/ST/Differently abled and 25 marks for others should be scored to be qualified for the selection.

3.0 PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME 2006.

3.1 ELIGIBILITY

3.1.1 For movement from AGP `6000 to `7000 in the pay band of `15600- `39100.

(a) An Assistant Professor possessing Ph.D in the relevant discipline with completed service of 4 years in the AGP of `6000.

(b) An Assistant Professor possessing M.Phil. in the relevant discipline and after completing service of 5 years in the AGP of `6000.

(c) An Assistant Professor who does not possess a Ph.D. or M.Phil in relevant disciplines with a completed service of six years in the AGP of `6000.
(d) He/she should have completed two training programmes/summer school/winter schools/refresher courses of a minimum of 10 days or one training of 21 days duration during the assessment period.

(e) A candidate should secure overall a minimum of score 60 for the promotion.

3.1.2 For movement from AGP `7000 to `8000 in the pay band of `15600-`39100.

(a) An Assistant Professor completed 5 years of service in the AGP of `7000.

(b) He/she should have completed two training programmes/summer schools/winter schools/refresher course of a minimum of 10 days or one training of 21 days duration during the assessment period.

(c) A candidate should secure overall a minimum of score 65 for the promotion.

3.1.3 For promotion from Assistant Professor to Associate Professor and movement from AGP `8000 to `9000 and pay band from `15600-`39100 to `37400-`67000.

a) An Assistant Professor who has completed 3 years of service in the AGP of `8000.

b) He/she should have completed two training programmes/summer schools/winter schools/refresher courses of a minimum of 10 days or one training of 21 days duration during the assessment period.

c) He/she should have at least three publications in refereed journals in the cadre of Assistant Professor.

d) A candidate should secure overall a minimum score of 70 for the promotion including of interview marks.

3.1.4 Promotion from Associate Professor to Professor and movement from AGP `9000 to `10000 in the pay band of `37400-`67000.

(a) An Associate Professor possessing Ph.D. in the relevant discipline completed 3 years service in the AGP of `9000.

(b) He/she should have a minimum of three publications in refereed journals after being placed in pay band of `15600-`39100 with AGP of `8000.

(c) A candidate should secure overall a minimum score of 70 for the promotion including of interview marks.

3.1.5 For movement from AGP `10000 to `12000 in the pay band of `37400-`67000 (Ten per cent of sanctioned posts of Professors shall be elevated to AGP of `12,000).

- 7 -
(a) A Professor completing service of 10 years in the cadre of Professor with an AGP of `10,000/-. 
(b) He/she should have a minimum of three publications in refereed journals after being placed in the cadre of Professor. 
(c) A candidate should secure overall a minimum score of 75 for the promotion including of interview marks.

4.0 PROMOTION OF LIBRARY CADRES UNDER CAREER ADVANCEMENT SCHEME 2006

4.1.1. For movement from AGP `6000 to `7000 in the pay band of `15600-`39100. 
(a) An Assistant Librarian possessing Ph.D. in the relevant discipline with completed service of four years, shall be eligible for the AGP of `7000. 
(b) Assistant Librarian possessing M.Phil in professional courses shall be eligible for AGP of `7000 after completion of five years service as Assistant Librarian. 
(d) Assistant Librarian without Ph.D. or M.Phil shall be eligible for the AGP of `7000 only after completion of six years of service as Assistant Librarian.
(c) He/she should have completed one training programme /summer school/winter school/refresher course of a minimum of 2 weeks duration during the assessment period.
(f) A candidate should secure overall a minimum of score 60 for the promotion.

4.1.2. For movement from AGP `7000 to `8000 in the pay band of `15600-`39100. 
(a) Assistant Librarian with completed service of five years in the AGP of `7000. 
(b) He/she should have completed one training programme /summer school/winter school/refresher course of a minimum of 2 weeks duration during the assessment period. 
(c) A candidate should secure overall a minimum of score 60 for the promotion.

4.1.3. For promotion from Assistant Librarian to Deputy Librarian and movement from AGP `8000 to `9000 and from pay band of `15600-`39100 to `37400-`67000. 
(a) An Assistant Librarian with completed 3 years of service in the AGP of `8000. 
(b) He/she should have completed at least one course related to library sciences during the assessment period.
(c) He/she should have three publications in refereed journals in the cadre of Assistant Librarian.

(d) A candidate should secure overall a minimum of score 70 for the promotion including of interview marks.

5.0 PROCEDURE FOR IMPLEMENTATION OF CAS 2006

5.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the University on or before the due date of eligibility, that he / she fulfils all qualifications under CAS and submit to the University the Score card based work done report, duly supported by all credentials. The University shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, the candidates who fulfill all other criteria mentioned in these Regulations, as on 24 March, 2010 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 24 March 2010, on which they fulfill these eligibility conditions as mentioned above and financial benefit will be given from the date of eligibility.

5.2 A teacher shall have earned annual increments regularly during the assessment period for CAS promotions.

5.3 CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent or the incumbent relinquish the post for any other reasons the said post shall revert back to its original cadre.

5.4 The incumbent teacher must be on roll and in active service of the University on the date of eligibility for promotion and should have submitted his/her application on or before the last of eligibility.

5.5. (a) If a candidate applies for promotion on the last date of completing the minimum eligibility period and is successful, the date of Promotion will be from the date of eligibility.

(b) However, the candidate finds that he/she fulfills 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.
5.5 Candidates who do not fulfill the minimum score requirement under the Score card based system 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 has successfully got re-assessed.

5.6 CAS promotions from a lower grade pay to a higher grade pay of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the Score Card system.

5.7 The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professors from AGP of `6000 to `7000 and from `7000 to `8000 shall consist of:

a) The Vice Chancellor as the Chairperson;
b) One of the Directors / Deans;
c) The concerned University Head of the Department; and
d) One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

The quorum for the committee meeting shall be three including the subject expert and the Chairperson.

5.8 The Screening cum Evaluation Committee on verification /evaluation of score secured by the candidate through Score card system shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.9 The teachers seeking promotion from Assistant Professor to Associate Professor, Associate Professor to Professor and Professor to Professorship (Higher Grade Pay) moving to higher pay band shall be called for interview before the selection committee.

a) The Selection Committee shall have the following composition.

   i) The Vice Chancellor shall be the Chairperson of the Selection Committee.
   ii) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of Management.
   iii) One of the Directors / Deans.
   iv) Concerned University Head of the Department.
   v) An academician nominated by the Chancellor.
   vi) A Professor representing SC/ST/OBC/Minority/Women /Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
b) At least four members, including the chairperson and two outside subject experts shall constitute the quorum.

5.9 The assessment will be based on the score cards specifically developed for CAS 2006 given in the annexure-3.

5.10 All the procedures outlined above, shall be completed on the day of the selection committee meeting immediately after interview and recommendation made on the basis of merit and duly signed by all members of the committee.

5.11 The Board of Management shall be the approving authority for direct selection and promotion of all cadres of teachers and equivalent post.

6.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, CGIAR Institutions etc., as the case may be should be counted for direct recruitment and promotion under CAS of a teacher as a Assistant Professor, Associate Professor, Professor, provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The in service candidates for direct recruitment shall apply through proper channel only.

(d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(e) The post shall be filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.

(f) The previous appointment was not as guest lecturer for any duration, or an Ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
(i) The period of service was of more than one year continuous duration;

(ii) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/ Government), for counting past services under this clause.

7.0 DUTIES AND RESPONSIBILITIES

7.1.1 Duties and Responsibilities of Teachers

The teachers in the University, including those in research and extension, shall perform the duties as assigned by the University from time to time. The following are indicative duties and not exhaustive which the teachers have to perform in the University.

a) Offering courses as decided by the University/College Head of the Department.

b) Advising Post Graduate students.

c) Conducting examinations, evaluation of papers and declaration of results.

d) Invigilators in the course examinations and other examinations conducted by the College.

e) Acting as External Examiners both for evaluation of thesis as well as setting and evaluation of answer papers from other Universities.

f) Acting as PG Coordinator and in-charge of PG seminar.

g) Scrutinizers of grades and results.

h) Attending PG seminars and colloquia.

i) Staff Advisors

j) Tour Leaders, Students’ Counsellors

k) Chief Warden/Warden

l) NCC/NSS Officers

m) Supervisors during the RAWE and Experiential Learning Programme, Training Programmes and Internships.

n) Conducting experiments for research projects.

o) Attending all meetings as and when convened by the Head of the Department/Controlling Officers/ any other Officers of the University.

p) Assisting the Controlling Officer in conducting extra-curricular activities.
q) Acting as Resource Persons in Summer Courses/ Training Programmes conducted in the University.
r) Conducting demonstrations and other extension activities.
s) Responding to the farmers’ queries about the solutions to their problems.
t) Farm Management
u) Duties as Members of different Committees constituted by the University Authorities.
v) Any other work assigned by the Controlling Office.

8.0 PERIOD OF PROBATION AND CONFIRMATION

8.1 Probation will apply to all direct recruitments.
8.2 The minimum period of probation shall be one year.
8.3 The incumbents shall submit a work done report to the university through proper channel within 30 days of 1 year of service from the day of reporting for duty.
8.4 The probation will be declared and the appointment confirmation will be done only if the work done report found satisfactory by the university.
8.5 The incumbents whose work done report during the 1st year is not found satisfactory shall submit his work done report after completion of one more year for consideration.
8.6 It is obligatory on the part of university to issue order of confirmation or communicate to the incumbents teacher i.e., work done is not satisfactory within 90 days from the receipt of work done report.

9.0 INTER-SE SENIORITY BETWEEN THE DIRECT RECRUITED AND TEACHERS PROMOTED UNDER CAS

The inter-se seniority of a direct recruitee shall be determined based on the common merit of candidate of all disciplines as recommended by the selection committee in each recruitment and for the teachers promoted under CAS with reference to the effective date of promotion as per UGC-ICAR norms or guidelines.

CREATION AND FILLING UP OF TEACHING POSTS

With the approval of the Government, teaching and equivalent posts in university, as far as feasible, shall be created in a pyramidal order based on UGC-ICAR recommendations.

-Sd/-
REGISTRAR
UHS, BAGALKOT