No. F. 18-3/2015/R-I/CAS/Misc.
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI – 110 016
(Recruitment-I Section)

June 16, 2017

CIRCULAR

In continuation of Council's circular No.F.1-6/2012-E-I dated 13.09.2012, the modified proforma for appling by the faculty members for promotion/upward movement from one stage to next stage under CAS as per UGC's Regulation-2010 is sent herewith. Henceforth, all the faculty members, who fulfill the eligibility criteria and willing to submit their applications from one stage to another for promotion under CAS, are requested to apply strictly in accordance with the revised application proforma. It may please be noted that no other application format will be accepted for consideration of promotion under CAS. Rest of the contents of the circular referred to above, will remain unaltered.

All the Heads of the institutions/Deptts./Divisions/Cells are therefore requested to bring the content of this circular to the notice of the faculty members working under their control and forward their application on the revised application proforma, after verifications/recommendations appended on the Part-D of application proforma. Also, a soft copy of the revised application proforma has also been uploaded on the NCERT website for the convenience of the faculty members.

This issues with the approval of the Competent Authority.

(R. K. Narula)
Under Secretary

Copy to:-

1. All Heads of the Departments of NIE
2. All Principals of RIEs/NERIE
3. Joint Director, PSSCIVE
4. Head, DICT (CIET) with the request to upload the enclosed application proforma on the NCERT Website
5. All Deputy Secretaries
6. P.S. to Director
7. P.S. to Joint Director, CIET
8. P.S. to Secretary
9. P.A. to Joint Director
10. Guard file.

National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016

Application for Promotion Under CAS

PART - A: CONTENT INDEX

Sl. No.	Particulars /Description	Page No.

PART - B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **STAGE APPLIED FOR WITH AGP** :

2. Subject Area :

3. Name (in Block Letters) :

4. Department :

5. Date of appointment (Direct Recruitment) in NCERT
    with designation and Subject area
    (copy of order to be enclosed) :

6. Date of present Designation with AGP
    (copy of order to be enclosed) :

7. Date of eligibility for promotion :

8. Last rejection in the current AGP, if any :
    (Date of ScEC or Selection Committee to be mentioned,
    as the case may be)

9. Date of Retirement :

10. Gender :

11. Whether belongs to SC/ST/OBC/ Category :

12. Address for correspondence (with Pincode) :
    :

13. Contact Details   (Mobile No.) :

    Office Telephone No (with STD code) :   Extn. No. :

    Email ID :

14. Academic Qualifications (Matric till post graduation) :
    (Tick the appropriate Examinations)

Examinations	Name of Board/ University	Year of passing	Percentage of marks obtained	Division/class/ grade	Subject (S)
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com./ B.Mus					
M.A/M.Sc/M.Com/ M.Mus					
Other examination, if any					

15. Research Degree(s) (Post Graduate onwards) :

Degrees	Title	Date of award	Name of University
M.Phil.			
Ph.D/D.Phil.			
D.Sc/D.Litt.			

16. Post held in NCERT :

Designation	Department	Date of actual joining		Grade Pay
		From	To	

17. Period of teaching experience :

      P.G. Classes (in years) : [   ]   U.G classes in years : [   ]

18. Research Experience excluding years spent in M.Phil/Ph.D (in years) : [   ]

19. Fields of Specialization under the Subject/Discipline :
    a.   —
    b.   —

20. ACADEMIC STAFF COLLEGE Orientation/Refresher Course(s) attended :

Name of the Course/ Summer School	Place	Duration		Sponsoring Agency
		From	To	

21. Period of absence on leave etc. during the Assessment Period :

Nature of leave	Period		Remarks
	From	To	

PART - C: ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

CATEGORY – I

22. TOTAL ASSESSMENT PERIOD : from ------------- to ---------------

Year-wise APIs (in ascending order) : Year_____

Sl. No.	Type of Activity (as per APIs developed by Council)	Nature of Involvement	Score
1.	Material Development		
	Title of Material 1		
	Title of Material 2... and so on		
2.	Training Programs organised		
	Title of Program 1.		
	Title of Program 2. ... and so on		
3.	Extension Activities Conducted		
	Title of Activities 1.		
	Title of Activities 2. ... and so on		
4.	Teaching		
5.	Any other program/activity etc. as specified in Category-I		
		Total	

CATEGORY – II

23. TOTAL ASSESSMENT PERIOD : from ------------- to ---------------

Year wise APIs (in ascending order) : Year_____

Sl.No.	Category	Level/Status	Score
II a.	Research Papers published		
	Title of Research Paper 1		
	Title of Research Paper 2...and so on		
II b.	Research Publications (books, chapters in books other than referred journals articles)		
	Title of Research Publication 1		
	Title of Research Publication 2... and so on		
II c.	Research Projects		
	Title of Research Project 1		
	Title of Research Project 2...and so on		
II d.	Research Guidance provided		
	M.Phil		
	Ph.D.		

II e.	Training Courses and Conference/ Seminar/workshop papers/Lectures/		
i	Refreshers course, Methodology Workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty development Programmes		
ii	Paper(s) presented in Conference/Seminars/ workshop etc.		
	a) International Conference b) National c) Regional/Stage level d) Local University/College level		
iii	Invited Lectures, Keynote address, Chairing/presiding conferences/Symposia		
	a) International Conference b) National		
II f.	Any other program/activity etc. as specified in Category-II		
	Total		

For furnishing details kindly refer to Council's Guidelines on Category I & II attached herewith.

PART – D : OTHER RELEVANT INFORMATIONS

24. Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

S.No.	Details (mention year, value etc. where relevant)

25. Any disciplinary action/adverse administrative communication/warning issued during the assessment period to till date   :

I hereby declare that the information given by me in the application is true, complete and up-to-date to the best of my knowledge and nothing has been left out.

Place:

Date:

Signature of the faculty with Designation

I certify that the information provided in this application form along with all enclosures submitted by the faculty concerned have been verified and found correct in all respects. He/she is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case is pending/contemplated against him/her as on date.

Place:

Date:

Signature of the Head of
the Institution/Department

National Council of Educational Research and Training

Academic Performance Indicators (API)

The Academic Performance Indicators (API) will be used for Recruitment and Career Advancement Scheme (CAS) promotion of Academic faculty in the Council. It will also include other posts which are governed by UGC norms as applied in the Council.

In view of the overall functioning of the Council to promote school education, the faculty undertakes various kinds of Academic activities, say teaching (teacher education) both at pre-service and in-service stages, development of materials, capacity building of the resource person of the States and the Central Agencies in school education through training and a variety of extension activities at National and International Levels. In view of this the API for the academic faculty of the Council has been classified under 2 categories.

Category I: Development, Training, Extension and Teaching Activities
Category II: Research and other Academic Contributions

Category I: Development, Training, Extension and Teaching Activities

Brief explanation: The scores are based on a self assessment by the faculty. The minimum API required by the faculty is 100/year. The total API will be based on an average across the years under consideration, subject to the condition that it shall not be below 100 in any year under consideration. The self assessment should be based on objectively verifiable criteria wherever possible and will be verified/finalised by the screening/selection committee.

As the faculty coordinate a project or participate as a member of a team or as a resource person in a project coordinated by a fellow colleague, the scores to be awarded against each such project involvement has been categorised into three levels : A - for Coordinator/author/lead developer, B - for co-coordinator or a member of a team, and C - for resource person, reviewer, rapport, or administrative support to the activities.

Development of materials include:

Curriculum, Syllabus, Instructional materials – textbooks, supplementary books, resource materials, manuals, handbooks, training packages, translation of materials, media materials like audio, video or multimedia; other teaching learning materials like kits, teaching aids or toys; editing of journals and development of reports (such as Annual Report); organisation/conduct of survey.

Training includes:

All types of capacity building of the State and Central Agencies in School education through training programmes approved by the Council.

Teaching includes:

Degree, diploma or certificate programmes approved by the Council. Innovations carried out to enrich teaching-learning processes, support students with additional resources/activities.

Extension includes:

Organisation of events such as conferences and seminars, participation as rapports and reviewers, organization of co-curricular activities, exhibitions and orientation programmes, participation in various academic committees, dissemination activities such as media broadcast, maintenance/editing of websites, field activities, invited lectures and other administrative works of Council and MHRD involving academic inputs.

Category II: Research and Academic Contributions

Brief explanation: The faculty members undertake research for the furtherance of knowledge in the field of school education as well as to develop oneself professionally. Keeping in view the thrust areas of the Council the research projects of different nature and durations are devised. The process involves, tool development, data collection and preparation of reports besides publication of paper and book..

The scores are based on a self assessment by the faculty. The minimum API required by the faculty is different for different stages of career progression as given in the table below. The total API will be based on an average across the years under consideration, subject to the condition that it shall not be below the minimum prescribed for any year under consideration. The self assessment should be based on objectively verifiable criteria and will be verified/ finalized by the screening/selection committee.

Category-I

S.No.	Type of Activity	Nature of Involvement (A,B,C) and corresponding score			Maximum score
		A	B	C	
1.	Development of Materials	25	15	10	25 for each programme
	a* Programme 1				
	b. 2				
	c. -				
	d. 'n'				
2.	Training	15	10	5	Maximum 15 for each programme
	a. Programme 1				
	b. Programme 2				
	c. -				
	d. Programme 'n'				
3.	Extension	15	10	5	Maximum 15 for each programme
	a. Programme 1				
	b. Programme 2				
	c. -				
	d. Programme 'n'				
4.	Teaching			Scores for	
		Full year programme	Six months programme	Three months programme	
	a. Lectures, Seminars, Practical, Contact hours as percentage of allocation (with the minimum of 80% of total allocation)	40	30	20	
	b. Innovations in teaching-learning, special resources provided to students	10	8	5	
	c. Examinations duties (invigilation, question paper setting, evaluation of answers scripts) (with the minimum of 80% of total allocation).	20	12	10	
-5.	# Field work	Not less than three months			25 for full time engagement
				Total Score	

*each distinct programme may be listed identifying the role excluding the support of Resource Person/Consultant, as a separate row; add as many rows as needed and give scores for each completed programme.

Proposed in July 2012, the score of this activity for those becoming eligible in the year 2009, 2010, 2011 and 2012 is appropriately distributed among other activities. (Annexure –I.)

Category-II @

S.No	APIs	NCERT Faculty	Maximum Points
IIa	Research Papers Published *	Refereed Journals**	15/publication
		Non-refereed but recognized and reputable Journals and periodicals, having ISBN/ISSN numbers.	10/publication
		Conference proceedings as full papers, etc. (abstracts not to be included)+	10/publication
IIb	Research publications (books, chapters in books other than refereed journals articles)	Text or Reference Books Publisher by International publishers with an established peer review system.	50/sole authorship 10/chapter in an edited book
		Subject books by National level publishers/State and Central Government publications with ISBN/ISSN numbers.	25/sole authorship 5/chapter in an edited book
		Subject Books by other local publishers with ISBN/ISSN numbers.	15/sole authorship 3/chapter in an edited books
		Chapters contributed to edited knowledge based volumes published by International publishers.	10/chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories.	5/chapters
IIc	Research Projects		
i.		Completed (Project report submitted)	20/Project
ii		~ Study of Government Bodies or International Agencies	30/National level 50/International level
II d	Research Guidance.		
	M. Phil	Degree awarded only	3/each candidate
	Ph. D.	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate

II e	Training courses and conference/seminar/workshop papers		
i	Refreshes Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development programmes, Faculty development programmes (Max: 30 points)	(a) Not less than two weeks duration	20/each
		(b) One week duration	10/each
ii	Papers in conferences/ seminars/workshops etc.***	Participations and presentation of research papers (oral/poster) in	
		a) International Conference	10/each
		b) National	7/each
		c) Regional/State level	5/each
		d) Local-- University/ College level	3/each
iii	Invited Lectures, Key note address, Chairing/presiding Conferences/Symposia	a) International	10/each
		b) National level	5

* Of the total score for the publication, the first author and the corresponding author (supervisor/mentor) would equally share 60% of the total and each of the other authors would share the remaining 40% equally.

** Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows. (i) Indexed journals by 5 points (ii) Papers with impact factor between 1 and 2 by 10 points; (iii) Papers with impact factor between 2 and 5 by 12 points; (iv) Papers with impact factor between 5 and 10 by 15 points.

*** If a paper presented in Conference/Seminar is published in the form of proceedings, the points would accrue for the publication (II a) and not under presentation (II e(ii)).

+ The API score for conference proceedings as full papers would be augmented as (i) Refreed publications by 10 points (ii) Others by 5 points.

~ API score will be allocated for major studies and minor studies as (considering sample size in terms of
population, states, other parameters): Major Studies by 30 points(National) 50 points (International) and
Minor Studies (National) by 20 points and 30 points (International).

@ Proposed in July 2012, for the faculty becoming eligible in the year 2009, 2010, 2011 & 2012, the scores are
appropriately (as shown in Annexure-II) in view of the recommendations of Establishment Committee held on 6.7.2012.

Please use additional sheet for category I & II, if required

Minimum API required for promotion

		Assistant Professor level to Assistant Professor Senior Grade (stage 1 to stage 2)	Assistant Professor Senior grade to Assistant Professor Selection Grade (Stage 2 to stage 3)	Assistant Professor selection grade to Associate Professor (stage 3 to stage 4)	Associate Professor to Professor (stage 4 to stage 5)
I	Development, Training, Extension and Teaching activities	100/year	100/year	100/year	100/year
II	Research and Academic contributions	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
	Expert Assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100, Minimum required for promotion is 50)	No separate point; screening committee to verify API scores	No separate point; screening committee to verify API scores	Domain knowledge and Academic contributions : 50% Contribution to research : 30% Interview performance: 20%	# Domain knowledge and Academic contributions : 30% * Contribution to research : 50% Interview performance: 20%

The weightage for # is 50% and for * is 30% for the faculty becoming eligible in the year 2009,2010,2011 & 2012.

Minimum scores for the APIs for direct recruitment

	Assistant Professor/equivalent cadres (Stage-I)	Associate Professor/equivalent cadres (Stage-4)	Professor/equivalent cadres (Stage-5)
Minimum API Scores	Minimum qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from Category III of APIs	Consolidated API score requirement of 400 points from Category III of APIs
Selection Committee criteria/weightages (Total weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of domain knowledge and teaching skills (30%) c) Interview performance (20%)	a) Academic background (20%) b) Research performance based on API Score and quality of Publications (40%) c) Assessment of domain knowledge and teaching skills (20%) d) Interview performance (20%)	a) Academic background (20%) b) Research performance based on API Score and quality of Publications (40%) c) Assessment of domain knowledge and teaching skills (20%) d) Interview performance (20%)

Category-I

S.No.	Type of Activity	Nature of Involvement (A,B,C) and corresponding score			Maximum score
		A	B	C	
1.	Development of Materials	30	20	15	30 under each programme
	a* Programme 1				
	b. 2				
	c. -				
	d. 'n'				
2.	Training	20	15	10	Maximum 20 for each programme
	a. Programme 1				
	b. Programme 2				
	c. -				
	d. Programme 'n'				
3.	Extension	20	15	10	Maximum 20 for each programme
	a. Programme 1				
	b. Programme 2				
	c. -				
	d. Programme 'n'				
4.	Teaching			Scores for	
		Full year programme	Six months programme	Three months programme	
	a. Lecturers, Seminars, Practical, Contact hours as percentage of allocation (with the minimum of 80% of total allocation)	47	37	27	
	b. Innovations in teaching-learning, special resources provided to students	11	9	6	
	c. Examinations duties (invigilation, question paper setting, evaluation of answers scripts) (with the minimum of 80% of total allocation).	22	14	12	

Category-II

S.No	APIs	NCERT Faculty	Maximum Points
IIa	Research Papers Published	In Journals and conference proceeding	15/publication
IIb	Research publications (books, chapters in books other than refereed journals articles)	Text or Reference Books Publisher by International publishers with an established peer review system.	50/sole authorship 10/chapter in an edited book
		Subject books by/National level publishers/State, Central and local publications.	25/sole authorship 5/chapter in an edited book
IIc	Research Projects		
i.		Completed (Project report submitted)	20/Project
ii		Study of Government Bodies or International Agencies	30/National level 50/International level
II d	Research Guidance		
	M. Phil	Degree awarded only	3/each candidate
	PH. D.	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
II e	Training courses and conference/seminar/workshop papers		
i	Refreshes Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development programmes, Faculty development programmes (Max.: 30 points)	(a) Not less than two weeks duration	20/each
		(b) One week duration	10/each
ii	Papers in conferences/ seminars/workshops etc.	Participations and presentation of research papers (oral/poster) in	
		a) International Conference	10/each
		b) National	7/each
iii	Invited Lectures, Key note address, Chairing/presiding Conferences/Symposia	Government/autonomous organization/state/ region	10/each

II e	Training courses and conference/seminar/workshop papers		
i	Refreshes Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development programmes, Faculty development programmes (Max.: 30 points)	(a) Not less than two weeks duration	20/each
		(b) One week duration	10/each
ii	Papers in conferences/ seminars/workshops etc.***	Participations and presentation of research papers (oral/poster) in	
		a) International Conference	10/each
		b) National	7/each
		c) Regional/State level	5/each
		d) Local— University/ College level	3/each
iii	Invited Lectures, Key note address, Chairing/presiding Conferences/Symposia	a) International	10/each
		b) National level	5

* Of the total score for the publication, the first author and the corresponding author (supervisor/mentor) would equally share 60% of the total and each of the other authors would share the remaining 40% equally.

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*** If a paper presented in Conference/Seminar is published in the form of proceedings, the points would accrue for the publication (II a) and not under presentation (II e(ii)).

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