



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2022/Estt.Sec/T/163

Date: 18.02.2022

अधिसूचना/Notification

With the approval of the Competent Authority, the guidelines have been notified for the counting of Past Services of the teachers of the University as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

All the concerned are requested to submit the attached proforma as per guidelines while apply for the CAS Promotion.

In-Charge (Estt.)

Copy of above is forwarded to the following for information and necessary action:-

1. All Deans/ HoDs/ TICs/ Administrative Heads, Central University of Haryana, Mahendergarh.
2. Registrar, Central University of Haryana, Mahendergarh
3. A.R, Vice Chancellor's Secretariat (for kind information of Hon'ble Vice Chancellor), Central University of Haryana, Mahendergarh.
4. In-charge University Website -for uploading on the website of the University.

Section Officer (Estt.)

CENTRAL UNIVERSITY OF HARYANA
(A Central University established by an Act of Parliament)

GUIDELINES-CUM-APPLICATION FORM FOR THE COUNTING OF PAST SERVICES FOR PROMOTIONS UNDER CAS IN ACCORDANCE WITH UGC REGULATIONS, 2018

Name of Faculty:

Designation:

Department or Centre:

The Scrutiny Committee shall take decisions on the basis of the information and relevant enclosures furnished by the candidate in support of his/her claim for counting of past services.

S.NO.	Provision	Document Required	ENCL. NO.
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.	A certificate/valid proof to the effect that the qualifications of the post held were not lower than as prescribed by UGC from time to time for Assistant Professor/Associate Professor/Professor	
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.	Enclose copy of the appointment letter/ Experience Certificate/ Last Pay Certificate/valid proof mentioning pay scale(s)/ grade pay of your previous service	
c.	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.	Proof that you possessed 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.	
d.	The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/Institutions concerned, for such appointments.	Certificate signed by the authorised signatory from the previous employer/valid proof to the effect that, "the post was 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.	

e.	The previous appointment was not as guest lecturer for any duration.	Undertaking that the previous appointment for which the counting of past service is applied was not as guest lecturer for any duration.	
f.	The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for promotion, provided that:		
i.	The essential qualifications of the post held was not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be	A certificate/valid proof to the effect that the qualifications of the post held were not lower than as prescribed by UGC from time to time for Assistant Professor/ Associate Professor/ Professor	
ii.	The incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university	Valid proof/Copy of the appointment letter to prove that the appointment on past service was on the recommendation of a duly constituted Selection Committee/ Selection Committee constituted as per the rules of the respective university/ Or Selection was ratified/ approved by the Governing Body/ Executive Council of the institution	
iii.	The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be;	A certificate/valid proof duly signed by the authorised signatory to the effect that the teacher was drawing total gross emoluments not less than the monthly gross salary i.e. Basic Pay and D.A. (revised or pre-revised) of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be	

Important:

* The previous appointment as guest lecturer for any duration shall not be considered.

As Central University of Haryana adheres to the Regulations/Guidelines issued by UGC, as amended from time to time, in appointment of teachers (regular and contractual), the past service rendered by a teacher on regular/contractual basis at Central University of Haryana shall be counted for promotion under Career Advance Scheme to various stages, as the case may be.

Signature of the Applicant

CENTRAL UNIVERSITY OF HARYANA
Proforma for Counting of Past Service for CAS
(As per Clause No. 10 of the UGC Regulations, 2018)

Name: _____ **Designation:** _____ **Dept.:** _____ **DOJ at CUH:** _____
Name of the Post Held in Previous Institution: _____
Name of the Institution/University: _____
Duration of Service to be counted: (From: _____ To: _____) (Please attach Experience Certificate)
Pay Drawn During the above Duration: _____ (Please attach LPC)
Status of the Institution (Private/Local Body/Government): _____

S.No.	Particulars	Whether fulfilling (Yes/No)	Attach Documentary Evidence
1.	Whether 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.		
2.	Whether 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.		
3.	Whether, the concerned Assistant Professor, Associate Professor and Professor 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 in respect of previous post held by him/her.		
4.	Whether, the post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.		
5.	Whether the previous appointment was as guest lecturer for any duration.		
6.	Whether, the previous post held was Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called). If yes, whether you fulfil the following conditions.		
	6 (i) Whether, 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.		
	6 (ii) Whether, the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university.		
	6 (iii) Whether, the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be.		

Note:

1. No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.
2. The applicant should apply for counting of past service, only for those service(s)/posts, which were mentioned in the application form, while applying at CUH.

Date: _____

Signature of the Faculty Member