

Counting of past service for Promotion of Teachers under CAS

Having gone through all the provisions (cited overleaf), **the essential conditions for counting of past services** can be summarized as under:-

1. Previous service is a regular service as defined in the relevant Act, Statute of the Institution/Organization. The Institution/Organization should be recognized body by UGC for such purposes or in case of an outside institution (foreign Institution), Equivalence Certificate issued by UGC/or other statutory body set up for the purpose.
2. Selection process of the previous service was by the prescribed selection procedure as laid down by the said organization.
3. Essential qualification for the previous service was not lower than the qualification for the post of Lecturer/ Assistant Professor.
4. Pay scale of the previous service was equivalent grade/ pay scale of lecturer.
5. Applied through proper channel for services in UoA
6. No break in service.

Name of Faculty Member:		
Designation:		
Department/Center:		
<i>The committee shall take decisions for counting of past services on the basis of above conditions, for which the aggrieved members are requested to furnish all such documents required in support of past services to be enclosed in prescribed format. Any decision taken by EC with regard to condone the break in service, if any, for treating past service as continuous, may also be enclosed.</i>		
S N		Enclosure No.
1	Essential qualification(s) of the post(s) held on the basis of which counting of past services is demanded. A certificate may be enclosed to the effect that the qualifications of the posts held were not lower than as prescribed by UGC from time to time for Lecturer/Reader/Professor and / or Assistant Professor /Associate Professor /Professor (Highlight deviation, if any) (Enclose copy of the Advertisement)	
2	Grade or pre-revised scale of pay (enclose copy of the appointment letter/service book/last pay certificate mentioning one of the following UGC pay scales/grade pay of your previous service) (i) 15600-39100 with AGP of 6000/7000/8000 (ii) 8000-275-13500 (iii) 10000-325-15200 (iv) 12000-420-18300 (v) 16400-450-20900-500-22400	
3	Proof that the candidate for direct recruitment has applied through proper channel only	
4	Certificate from the previous employer 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."	
5	<i>It must be noted that the previous appointments as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one-year duration can't be counted as the past service.</i> 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 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.	
6	For counting of past services as Research Associate (RA): Please enclose proof/certificate that: (i) appointment on the post of RA was made through a duly constituted Selection Committee; and (ii) the candidate has performed academic duties corresponding to a lecturer	
7	(i) Type of management Central University/State University/Deemed University constituent college of Central/State University, Affiliated College of State/Central University, Govt. College, Aided College, Self financing college affiliated to state university etc. (ii) Recognized under 2(f)/12(b)/3 of UGC Act 1956	
8	Any other document	

* Please attach separate forms for each instance of change in service, if the services are continuous/without break. The evidences of actual salary drawn may please be enclosed to expedite the process.

Signature

Forwarded by HoD/Dean

Relevant provisions under various rules are as under:-

(A) AS PER PARA 11-12C (14C & D) OF THE FIRST STATUTE 1976 EFFECTIVE TILL 11TH JULY 2005

(c) For placement of Lecturer in Senior Scale, or of Lecturer (Senior Scale) to Lecturer (Selection Grade) the previous service, without break as Lecturer or equivalent in a University, College, National Laboratory, or other Scientific Organization, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist will be counted in case the number of years required in the feeder cadre of Lecturer/ Lecturer (Selection Grade) are less than those required, i.e. less than 6 years (5 years with M. Phil. Or 4 years with Ph. D.) as Lecturer or 5 years as Lecturer (Senior Scale) as the case may be.

(d) Following past service will count under the preceding sub-para (c):

- i. The post was in an equivalent grade/ scale of pay as the post of a Lecturer;
- ii. The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;
- iii. The candidates who apply or direct recruitment should apply through proper channels;
- iv. The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer;
- v. The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institution's regulations;
- vi. The appointment was ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided:
 - a. The ad-hoc service was of more than one year;
 - b. The incumbent was appointed on the recommendation of duly constituted Selection committee;
 - c. The incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

(B) AS PER UGC NOTIFICATION 1998 COMMUNICATED VIDE NO. F-3-1/94 DATED 24. 12. 1998

8.0.0 Counting of Past Services

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/ Selection Grade provided that:

- 8.1.0 The post was in an equivalent grade/ scale of pay as the post of a Lecturer;
- 8.2.0 The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;
- 8.3.0 The candidates who apply for direct recruitment should apply through proper channels;
- 8.4.0 The concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturer;
- 8.5.0 The post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institutions;
- 8.6.0 The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided –
 - (a) the ad-hoc service was of more than one year;
 - (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee;
 - (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

(C) AS PER PARA 8 OF THE ORDINANCE XLV OF UNIVERSITY OF ALLAHABAD (EFFECTIVE FROM 9.2.2008)

8. [a] A Lecturer, who fulfils the conditions of eligibility for placement in the Senior Scale specified in serial numbers (ii) and (iii) of sub-clause (a) of clause 4, may submit an application to the Vice-Chancellor, through the prescribed channel, for the inclusion, in the service admissible for such placement under the provisions of serial number (i) of the said sub-clause (a), of the period of his experience, immediately before his appointment as Lecturer, on a tenure (hereafter in this clause referred to as "the earlier tenure") in –

- (i) a post in or under a National Laboratory or other national Scientific Organisation; or
- (ii) an assignment, awarded by the University Grants Commission or the national funding agency on a position such as Research Scientist, Research Associate or Pool Officer,

For which the prescribed qualifications and the scale of pay were not lower than, or were equivalent to, the qualifications prescribed for the post of Lecturer in this University, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b):

Provided that the Executive Council may, by Regulations, specify that categories of the assignment, referred to in serial number (ii), which the period of experience in any such category may so be included.

(b) The following conditions shall govern any application for the inclusion of the earlier tenure referred to in sub-clause (a) –

- (i) the appointment to the post referred to in serial number (i), or the assignment on the position referred to in serial number (ii), of sub-clause (a), was not of an ad-hoc or temporary nature and was made or granted in accordance with the procedure prescribed for the same;
Provide that where such appointment or assignment of a temporary or an ad-hoc nature was of a duration of not less than one year and was followed, without any break, by regular appointment to the same post, or the regularization of the same assignment, such duration may be added to the period of experience on the earlier tenure;
- (ii) the earlier tenure was held continuously for a duration of not less than one year;
- (iii) the concerned Lecturer fulfilled, during the earlier tenure, the qualifications prescribed for the post of Lecturer in this University;
- (iv) where the earlier tenure was a post referred to in serial number (i) of sub-clause (a), the appointment of the concerned Lecturer in his present post was in pursuance of an application submitted through the proper channel prescribed for the purpose by the National Laboratory of other national Scientific Organisation in or under which the earlier post was held;
- (v) no relaxation shall be admissible in respect of any of the conditions specified in serial numbers (i), (ii), (iii) and (iv), and in sub-clause (a);
- (vi) in case such application is granted, the Lecturer concerned shall not be eligible for placement in the Senior Scale on any date earlier than the date of his confirmation as Lecturer; and
- (vii) such inclusion shall not effect –
 - (1) the inter se seniority of the concerned Lecturer in the cadre of Lecturer; and
 - (2) the entitlements of the concerned Lecturer to terminal benefits, except in accordance with the rules governing the same.

(D) AS PER PARA 10 OF UGC REGULATIONS, 2010 (EFFECTIVE FROM 01.01.2009)

10.0. Counting of past services for Direct Recruitment and Promotion under CAS

10.1 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, etc, should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III-Table No. II 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 candidate for direct recruitment has applied 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 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.
- (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 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), was considered for counting past services under this clause.

(E) BESIDES, UGC HAS ALSO ISSUED VARIOUS LETTERS FROM TIME TO TIME REGARDING COUNTING OF PAST SERVICES RENDERED BY TEACHERS FOR PURPOSE OF GRANT OF LECTURER (SENIOR SCALE) MENTIONED AS UNDER :-

i. Letter dated 30.9.1992

for JRF/SRF

The tenure of Junior/ Senior Research Fellow can be counted as qualifying services for Career Advancement of Lecturer for placement as Senior Lecturer or Selection Grade provided their past services is in scale of Rs. 2200-4000.

For Pool Officer

All tenure of Pool Officer cannot be counted as qualifying service for Career Advancement Scheme as Lecturer for placement as Senior Scale/ Selection Grade.

ii. Letter dated 12.03.2010,

for Research Associate

Services of those Research Associates, who have been appointed through duly constituted selection committee and have performed academic duties corresponding to lecturer, maybe counted for the purpose of promotion as lecturer (senior scale).

(F) The period of JRF/SRF cannot be counted for the purpose.

The UGC Letter (D.No. F.17-B/2013(P5) 1st March 2016 clearly states that "the period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment/promotion to the post of Associate Professor and above."

The overlap/discontinuance of JRF/SRF with teaching assignments as Lecturer (Adhoc) in the light of rules cited below cannot be counted in view of GUIDELINES JUNIOR RESEARCH FELLOWSHIP IN SCIENCES, HUMANITIES AND SOCIAL SCIENCES:

JRFs are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 180 days at full rates of fellowship once during the tenure of their award. Beside this an 'Intermittent Break' for a maximum period of 2 years may also be permissible to the women candidate. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship should remain the same. In special cases Junior Research Fellows may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the Institution. The period of leave without fellowship will be counted towards the total tenure of the award. JRF/SRFs are advised to apply for leave through universities/institutions/colleges well in advance for the approval of the Commission.

i. Fellows are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations.

ii. Candidates are eligible for maternity/ Paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award.

iii. Beside this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the women candidates. The leave can be availed 3 times during the entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.

iv. Academic Leave:-

Academic leave without fellowship shall be permissible only for one year throughout the tenure (for any kind of academic assignment/teaching/foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.

No separate/fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the institution/university/college.

Gap Period:

The gap period for continuation from M.Phil to Ph.D. under Doctoral Fellowship schemes shall be 1 year. However the total tenure of fellowship will remain for five years.

Paid Assignment/Job:

The fellow shall not undertake any paid assignment during the tenure of the fellowship (Except in case of leave without fellowship upto one academic year during the entire tenure).

OTHER CONDITIONS

The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research programmes on hand.

The total amount of time to be spent on such activities should not exceed ten hours a week.