

# **CAREER ADVANCEMENT SCHEME**

*Approved by*

# **ICSSR**

**September 24, 2014**





सत्यमेव परमो धर्मः

# INSTITUTE OF ECONOMIC GROWTH

University Enclave, University of Delhi (North Campus), Delhi-110 007, INDIA

**Sushil Kumar Sen, Ph.D. (Eco.)**  
**Academic Programmes Officer**

April 9, 2015

Dear Colleagues,

I am writing to inform you that Board of Governors in its 162<sup>nd</sup> meeting held on February 25, 2015 approved the Career Advancement Scheme for IEG faculty. An extract from the minutes is reproduced below:-

**“Consideration of Career Advancement Scheme for the IEG faculty members.**

The Board considered the Career Advancement Scheme (CAS) as approved by the ICSSR. It noted the advice of the ICSSR that the scheme should be adopted from a prospective date after the adoption of the scheme by the Institute and no arrear would accrue on account of implementation of the scheme. The Board adopted the scheme for the IEG faculty, including the provision that there would be no arrear on this account, with the following modification:

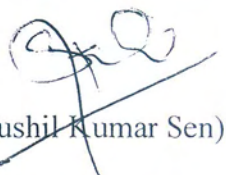
The option given by ICSSR to the Institutes to choose either Table X or Table Y in category-1 of the scheme for the minimum scores of Academic Performance Indicators (APIs) depending on relative emphasis to teaching or research as the Institute's objective was discussed by the Board. Since some units of IEG are basically teaching units while others are primarily research based units, the Board approved that each faculty of IEG may be given the option to choose either Table X or Table Y for the minimum scores of APIs in category-1.

The Board desired that anomaly, if any, in the CAS may be referred to an Advisory Committee and recommendations of the Committee may be placed before the Board.”

This is for information of all concerned.

With regards,

Yours sincerely,

  
(Sushil Kumar Sen)

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Dr. G.S. Saun  
Director (RI)  
☎ 26716692

F.No.3-31/2012/RIC

Dated: 24.09.2014

**Subject: Implementation of Career Advancement Scheme (CAS) in ICSSR funded Research Institutes reg.**

Dear Sir,

As you are aware, the issue related to the implementation of Career Advancement Scheme (CAS) for the academic staff of the ICSSR funded Research Institutes, has been under the active consideration of the ICSSR for past one year or so. We had sought the opinion of all Research Institutes regarding the adaptation of CAS Scheme as notified by UGC along with the notification of 6<sup>th</sup> CPC pay scales for university and college teachers.

The suggestions made by the Institutes were taken into consideration while finalizing the Scheme for Research Institutes. I am pleased to inform you that the ICSSR has approved CAS for adoption by the Research Institutes under its funding Scheme. I am enclosing a copy of the Scheme which was earlier sent by e-mail. You may adopt the Scheme for the faculty/academic staff of your Institute with the approval of your Governing Board.

The benefits of the Scheme will be applicable from the prospective date after the adoption of the Scheme by an individual Institute. No arrears accrued on account of implementation of the Scheme shall be paid by the ICSSR. The Institute will have to meet the financial implication of implementation of the Scheme from its own budget.

With regards,

Yours sincerely

(G.S. Saun)

Prof. Manoj Panda  
Director  
Institute of Economic Growth (IEG)  
University Enclave  
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*Manoj*  
1-10-14



**Guidelines for promotion under Career Advancement Scheme (CAS) for the Academic/  
Research Staff at the ICSSR Research Institutes**

Stages of promotion under CAS for Academic/ Research Staff

1. Entry level Assistant Professors (stage I, with grade pay of Rs.6,000/-) would be eligible for promotion under the CAS through two successive stages (stage II, with grade pay of Rs.7,000/- and Stage III, with grade pay of Rs.8,000/-), provided they are assessed to fulfil the eligibility and performance criteria as laid out in Table-I of this document.
2. An entry level Assistant Professor, possessing Ph.D. degree in the relevant scale shall be eligible, for moving to the next higher grade (stage II) after completion of four years of service as Assistant Professor.
3. An entry level Assistant Professor, possessing M.Phil. degree or equivalent Postgraduate degree in professional courses, approved by the relevant statutory body, such as LLM/M. Tech etc., shall be eligible for the next higher grade (stage II) after completion of five years of service as Assistant Professor.
4. An entry level Assistant Professor who does not have Ph.D. or M.Phil. or other equivalent degree in relevant professional courses, shall be eligible for the next higher grade (stage II) only after completion of six years of service as Assistant Professor.
5. The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in Table-I of this document.
6. Assistant Professors who have completed five years of service in the second grade (stage II) shall be eligible, subject to meeting the API based PBAS requirements laid down in Table-I of this document, to move up to the next higher grade (stage III).
7. Assistant Professors completing three years of service in third stage (stage III) shall be eligible subject to the qualifying conditions and API based PBAS requirements, to move to the next higher grade (stage IV, with grade pay of Rs.9,000/-) and to be designated as Associate Professor.
8. Associate Professor completing three years of service in stage IV and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage V, grade pay Rs.10,000/-) subject to satisfying the required credit points as per API based PBAS methodology, provided that no faculty other than those Ph.D. shall be promoted or appointed as Professor.

9. 10% of the positions of Professors in an Institute, with a minimum of ten years of research experience as Professors will be eligible for promotion to the higher grade of Professorship (stage VI,) on satisfying the required API score stipulated in this document through a duly constituted expert committee, and such teachers promoted to be higher grade shall continue to be designated as "Professors".
10. Minimum API scores required at different levels of promotion is given at Table-1.

#### Selection Procedure for Academic/ Research staff

1. CAS promotions from stage I to stage II and stage II to stage III in the grade of Assistant Professor shall be conducted by a "Screening-cum-Evaluation Committee". CAS promotions from Assistant Professor to Associate Professor and from Associate Professor to Professor shall be conducted by Selection Committees as specified for the direct recruitment of faculty positions. CAS promotions from stage V to stage VI shall be decided by a duly constituted Expert Committee.

2. The Screening-cum-Evaluation Committee for CAS promotions within different stages of Assistant Professors shall consists of:

- a) The Chairman of the Governing Body of the Institute
- b) The Director of the Institute
- c) Two subject experts in the concerned subject nominated by the Chairman of Governing Body

The quorum of this committee shall be three, including one subject expert.

2a. The constitution of Selection Committees for promotions to the grades of Associate Professor and Professor shall be the same as the cases of direct recruitment to these respective positions at the Institute.

3. The Screening-cum-Evaluation Committee or the Selection Committee as the case may be, on verification/evaluation of API score secured by the candidate through the PBAS methodology and an assessment of a candidate's achievements (through an interview in case of a selection committee) shall recommend to the Governing Body of the Institute about the suitability for the promotion of a candidate under CAS for implementation.



4. All the selection procedures shall be completed on the date of the Selection Committee/Evaluation 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 selection committee in the minutes.

5. CAS promotions being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

6. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee or Evaluation Committee for CAS promotions.

7. The Institute concerned shall send a general circular at least once a year calling for applications for CAS promotions from eligible candidates. The candidates shall offer themselves for assessment for promotion if they fulfil minimum API scores by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

8. An Institute may seek the opinion of external experts to evaluate the written work of the candidates before their applications are assessed by the Selection/Evaluation Committee.

9. If the candidates do not either fulfil minimum API scores in the criteria as per PBAS proforma or are not recommended by the selection/screening committee for promotion, will be reassessed only after a minimum period of one year.

10. a) If a candidate applies for promotion on completing of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility or from the date of implementation of the scheme, whichever is later. If a candidate fails to apply in spite of fulfilling the minimum eligibility conditions and in spite of the Institute providing him/her an opportunity to apply, his/her promotion will be effective from the date of successful assessment.

b) If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applied on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.



c) If the candidate does not succeed in the first assessment, but succeeds in a subsequent assessment, his/her promotion will be deemed to be from the later date of successful assessment.

Explanatory note for the Table and Annexures below

1. Every Institute will set up systems to verify the API related information required in these tables. This information will have to be documented and collated annually by the Institute's Internal Quality Assurance Cell (IQAC). IQAC may take into account the special needs of an Institute, if any. In order to facilitate this process all the members of the faculty shall submit the duly filled in Performance Based Appraisal System (PBAS) proforma to the IQAC annually. The candidate's self-appraisal and the recommendation of the IQAC will be placed before the selection/screening committee and the latter's decision on the matter is final.
2. API scores for Categories I and II shall be calculated annually and the average score for the assessment period will be taken into consideration. In case of Category III, however, total score for the entire assessment period will be considered.
3. API scores will be used for screening purpose only and will have no bearing on expert assessment of candidates in CAS.
4. The API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS.

Sub-Category	Cap as % of API cumulative score in Application
III (A) Research papers (Journals, etc) and III (B) Research publications (Books, etc:)	55%
III (C) Research Projects	20%
III (D) Research Guidance and III (E) Training Courses and Conference/ Seminar, etc.	25%

**Table: 1**

**Minimum API scores for the promotion of the Academic Staff in Research Institutes under Career Advancement Scheme (CAS)**

	Asst. Prof. Stage 1 to 2	Asst. Prof. Stage 2 to 3	Asst. to Assoc. Stage 3 to 4	Assoc. to Prof. Stage 4 to 5	Professor Stage 5 to 6
Category 1* Teaching-learning Evaluation related activities	50/ year	50/ year	50/ year	50/ year	50/ year
Category 2** Co-curricular, Extension and Profession-related activities	10/ year	10/ year	10/ year	10/ year	10/ year
Category 3*** Research and Academic Contribution	50/ year 200/ assessment period	60/ year 300/ assessment period	70/ year 210/ assessment period	80/ year 240/ assessment period	90/ year 900/ assessment period
Expert Assessment	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee

\* As per the table in Annexure 1

\*\* As per the table in Annexure 2

\*\*\* As per the table in Annexure 3



Annexure-1

**Category-1: Minimum Scores of APIs towards Contribution to teaching, learning and evaluation related activities in CAS Promotions**

Institutes will have the option of choosing any one of the following API scoring tables (X or Y), depending on relative emphasis to teaching or research as the Institute's objective:

**Table-X**

Sl. No.	Nature of Activity	Maximum score
I-A	Classroom teaching (including lectures, tutorials, practicals, contact hours)	40
I-B	Duties other than class-room teaching, in excess of Institute's norms	10
I-C	Quality of Teaching	10
I-D	Curriculum Development and Innovative and Participatory Teaching	20
I-E	Examination related Duties	20
	<b>Total Score</b>	<b>100</b>
	<b>Minimum API Score required</b>	<b>50</b>

**Table-Y**

Sl. No.	Nature of Activity	Maximum Score
I-A	Participation in the execution of Institute's research projects, including writing of Research Proposals / Data Collection/ Data Analysis/ Reports/ Working papers, etc.	50
I-B	Participation in teaching, including M.Phil. and Ph.D. course-work, Research Methodology workshop, Training programs, Lectures and dissemination of research, etc.	20
I-C	Organization of and participation in seminars/workshop/conferences held under the aegis of the Institute	20
I-D	Editorial Work (such as, preparing the Institute's Annual Report, proof-reading research papers, working papers, journals published by the Institute)	10
	<b>Total Score</b>	<b>100</b>
	<b>Minimum API Score Required</b>	<b>50</b>



## Annexure-2

## Category-2: API scores in CAS promotions towards Co-curricular, Extension and Professional Development Activities

<u>Sl. No.</u>	<u>Nature of Activity</u>	<u>Maximum Score</u>
II-A	Cocurricular/extension activities, including sports/cultural activities, dissemination through media	10
II-B	Contribution to the collective functioning of the Institute, including participation in administrative and academic committees of the Institute	20
II-C	Professional Development Activities (such as, participation in seminars and conferences, training courses, membership of associations, dissemination of general articles – those not covered in Category- III)	10
	<b>Minimum API scores required</b>	<b>10</b>



## Annexure- 3

## Research and Academic Contributions

S.No.	Nature of Activity	Details	Maximum API score	
III A	Research Papers Published	Refereed Journals	15 / publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN no.	10 / publication	
		Conference proceedings as full papers ( abstracts not to be included )	10 / publication	
III B	Research Publication (books, chapters in books, other than refereed journals)	Text or reference books published by International publisher with an established peer review system	50 / sole author 10 / chapter in an edited book	
		Subject books by national level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	25 / sole author 5 / chapter in an edited book	
		Subject Books by Other local publishers with ISBN / ISSN numbers	15 / sole author 3 / chapter in an edited book	
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 / chapter	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN No.	5 / Chapter	
		Book review on publication	2 / book review	
		<b>III C RESEARCH PROJECTS (Individually Initiated)</b>		
		III C (i)	Sponsored projects carried out/ ongoing	Major Projects amount mobilized with grants above 20.0 lakhs
Major Projects amount Mobilized with grants above 10.0 and up to 20 lakhs.	20/ each project			
	The points should			



	be distributed equally among the faculty associated with the project.	Major Projects amount Mobilized with grants above 5.0 and up to 10 lakhs	15/ each project
		Major Projects amount Mobilized with minimum of Rs. 3.0 lakhs up to 5.0 lakhs	10/ each project
		Minor Projects ( amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh )	05/ each project
III C (ii)	Consultancy Projects  carried out / ongoing	Amount mobilized with minimum of Rs 2.0 lakh	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 Lakhs, respectively
III C (iii)	Completed projects:  Quality Evaluation	Completed project report  ( Accepted by funding agency )	20/ each major project and  10/ each minor project
III C (iv)	Projects  Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State Level	30/ each national level output / 50/ each for International level
III D	<b>RESEARCH GUIDANCE</b>		
III D (i)	M. Phil.	Dissertation awarded only	3/ each candidate
III D (ii)	Ph. D.	Degree Awarded	10 / each candidate
		Thesis Submitted	7/ each candidate
III E	<b>TRAINING COURSES ATTENDED AND CONFERENCE / SEMINAR / WORKSHOP PAPERS PRESENTED</b>		
III E (i)	Refresher courses, Methodology workshops, Training, Teaching – Learning – Evaluation Technology Programmes, Soft Skills development Programmes,	(a) Not less than two weeks Duration	20/ each



	Faculty Development Programmes attended (Max: 30 points)		
		(b) One week duration	10/ each
III E (ii)	Papers presented in Conferences / Seminars / Workshops etc.**	Participation and Presentation of research papers ( oral / poster ) in	
		(a) International conference	10/ each
		(b) National	7.5/ each
		(c) Regional/ State level	5/ each
		(d) Local – University / College level	3/ each
III E (iii)	Invited lectures / talks / presentations for conferences	(a) International	10/ each
		(b) National	5/ each

\*Wherever relevant to a 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 15 points; papers with impact factor between 5 and 10 – by 25 points.

\*\*If a paper presented in a conference/seminar is published in the form of proceedings, the points will accrue in the form of publication as in III-A.

Note: The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned faculty, the principal/first author/ corresponding author/ mentor/supervisor of the faculty would share equally 60% of the total points and the remaining 40% would be shared by all other authors.