



**Sher-e-Kashmir**  
**University of Agricultural Sciences & Technology of Kashmir**  
**Main Campus Shalimar Srinagar - 190025**

**CIRCULAR**

In pursuance to Career Advancement Scheme- 2018 for Teachers/Scientists and equivalents adopted vide Notification No. 04 of 2022 dated 10.10.2022, it is notified for information of all the concerned teachers/scientists & equivalents, who are eligible for promotion/placement in the following stages under the said CAS Scheme that they shall submit their application form(s) (in duplicate) alongwith the requisite credentials/documents as per **Annexure I & II to this Circular** duly attested through their Controlling Officer(s) to Registrar, SKUAST-K, Shalimar by or before 15.02.2026:

- i. Assistant Professor/Jr. Scientist and equivalent (AL-10 Rs.57700-182400) to Assistant Professor/Jr. Scientist (Senior Scale/AL-11 Rs.68900-205500)
- ii. Assistant Professor/Jr. Scientist & equivalent (Senior Scale/AL-11 Rs.68900-205500) to Assistant Professor/Jr. Scientist (Selection Grade/AL-12 Rs.79800-211500)

The promotion/placement of Teachers/Scientists in the above stages shall strictly be regulated in accordance with the *ibid* Notification.

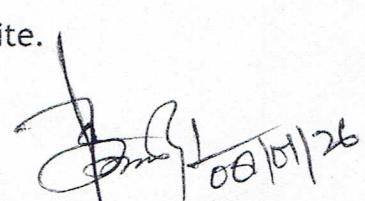
By Order.

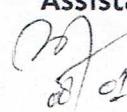
Sd/-  
(Prof. Azmat Alam Khan)  
**Registrar**

No.Au/Adm/AR(T)/CAS-2018/26/14640-700  
Dated: 08 .01.2026

Copy to:

- All Officers of the University.
- All HoD's/Regional Research Stations/Faculties/Colleges/Institutes/Units/Centers/ KVK, SKUAST-K.
- Incharge ARIS, Shalimar for uploading on SKUAST-K Website.
- Secretary to Vice-Chancellor, SKUAST-K, Shalimar
- Circular file w.3.s.c

  
(Javid Ahmad Bhat)  
**Assistant Registrar (T)**

  
08/01/26  
08/01

**Appendix-I**  
**(Table-1)**

**Assessment Criteria and Methodology for University Teachers/Scientists & Equivalents**

Activities	Grading Criteria
1  Teaching (Number of classes' taught/ total classes assigned)x100%  (Classes taught includes sessions on tutorials, lab and other teaching related activities)  Research: (Number of experiments laid/Total experiments assigned as per annual action plan of a research unit x 100%)  Extension: (Number of extension activities performed/Total extension activities assigned as per approved action plan x 100%)	80% & above = Good  Below 80% but 70% & above = Satisfactory  Less than 70% = Not Satisfactory
2  Involvement in the University students related activities / research activities:  (a) Administrative responsibilities such as Head, Chairperson / Dean/ Director /Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars / conferences / workshops, other college / university activities. (e) Evidence of actively involved in guiding Ph.D.students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals. (h) Farmers related activities, outreach activities such as field days, farmers trainings (on-campus/off- campus), Model village/a Seed Village/a Custom Hiring Centre/a Contract Farming Arrangements/a Climate Smart Village (i) Capacity building programmes for farmers and line departments (j) Technology dissemination and its impact as evidenced in peer reviewed journals	Good - Involved in at least 3 activities  Satisfactory - 1-2 activities  Not- Satisfactory - Not involved/ undertaken any of the activities  <b>Note:</b> Number of activities can be within or across the broad categories of activities

**Overall Grading**

Good	Good in teaching / research /extension or good in activity at Sl. No. 2
<b>OR</b>	
Satisfactory	Satisfactory in teaching / research /extension and good or satisfactory in activity Sl. No. 2
Not Satisfactory	If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher/scientist and equivalent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher/scientist and equivalent shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching/research/extension responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures under rules.

APPENDIX-II

**APPLICATION FORM TO BE FILLED BY THE TEACHER/SCIENTIST &  
EQUIVALENT FOR PLACEMENT/PROMOTION UNDER CAREER ADVANCEMENT  
SCHEME FOR TEACHERS / SCIENTISTS-(2018)**

**Part-A: General Information and Academic Background**

1	Name (in Block Letters)
2	Father's Name
3	Present Place of Posting:
4	Name of the Faculty
5	Name of the Division
6	Name of the Research Station/ Institute/ KVK
7	Current Designation & Level of Pay:
8	Whether held under direct recruitment or promotion under CAS (Quote U.O. and date)
9	Date of Last Promotion under CAS, if any
10	Stage for which you are an applicant for promotion under CAS
11	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria
12	Date and Place of Birth
13	Nationality
14	Marital Status
15	The Category you belongs to (SC/ST/OBC/GEN)
16	Address for Correspondence (with Pin Code )
17	Permanent Address (with Pin Code )
18	Telephone No., Mobile No., E-mail Address

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation /Thesis	Year of Award	University
M.Sc			
M.Phil.			
Ph.D.			
Any Other			

19. Appointment prior to joining SKUAST

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/ Level	Reasons for Leaving

Period of teaching experience: .....P.G. Classes (in years)

..... U.G. Classes (in years).....

Research Experience:.....

Extension Experience.....

20. Details of Orientation and Refresher / Research Methodology Course attended:

Name of the Duration Course	Name of Academic Staff College /Human Resource Development Centre	Sponsoring Agency

21. Research Publications

S.No	Title of the paper	Authors	Journal Name	Year of publication

## PART-B

(CAS Application Form for Promotion of Assistant Professor / Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education Regulations-2018 in SKUAST – Jammu and SKUAST – Kashmir )

**Table-1A (Assessment Criteria and Methodology)**  
**Activity 1: Teaching (For teachers/ scientists for whom Teaching is major activity)**

- \* Lecture (L), Practical (P), Training
  - 80% & above - Good
  - Below 80% but 70% & above - Satisfactory
  - Less than 70% - Not satisfactory

**Table-1B (Assessment Criteria and Methodology)**  
**Activity 1: Extension ( For scientists and equivalent cadre for whom Extension is major activity)**

Year	Name of extension activities as per Action Plan	On campus/off campus	Total Extension activities assigned	Number of extension activities conducted as per documented record	(Number of extension activities conducted/Total extension activities assigned x100) %	Grading	ANNEXURE NO.

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**Table-1C (Assessment Criteria and Methodology)**

**Activity 1: Research ( For scientists and equivalent cadre for whom Research is major activity)**

Year	Name of experiment/ trial as per Action Plan	Mode of experiment / trial (off campus, on campus)	Total experiments/ trials assigned	Number of experiments / trials conducted as per documented record	( Number of experiments / trials conducted / Total extension activities assigned x100) %	Grading	ANNEXURE NO.

**Activity 2: Involvement in Students-Related Activities/ Research Activities/Extension Activities:**

- (a) Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation. (c) Student related co- curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of being actively involved in guiding Ph.D. students. (f) Conducting minor or major research project (s) sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Year	Detail of Activities	Categories	Number of Activities during	Grading	Annexure No.

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

**Note:** Number of activities can be within or across the broad categories of activities

**Part - E**

**Other Relevant Information:**

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

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) as contained in these regulations (based on UGC Regulations 2018) and as amended from time to time.

Date.....

Place.....

**Signature & Designation of the Applicant**

Certified that Mr./Ms./Dr.....has been working as..... in the Division/Institute/Unit of ..... since.....

The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Division/Institute/Unit**

**Endorsed by the Director/Dean concerned**

**Observations / Recommendations of Dean / Director**

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Annexure-I to circular issued vide No.Au/Adm/AR(T)/CAS-2018/26/14640-700 dated 08.01.2026

A. For placement/promotion from Assistant Professor-cum-Junior Scientist or equivalent (AL-10 Rs.57700-182400) to Assistant Professor-cum-Junior Scientist and equivalent (Senior Scale/AL-11 Rs.68900-205500)

- i) One Orientation Course of 21 days duration on teaching/research/extension methodology.
- ii) Any one of the following : Completed Refresher / Research Methodology Course / Workshop / Syllabus Up-gradation Workshop / Training Teaching- Learning- Evaluation / Extension Programmes / Technology Programmes / Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period
- iii) One research publication in the NAAS rated journals or Peer-reviewed journals or UGC-listed journals during the assessment period
- iv) Ph.D / M.Tech/ MSc / MVSc Completion certificate
- v) Initial Appointment/Accreditation order as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000 revised to (AL-10, Rs.57700-182400)
- vi) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000

B. For Placement/Promotion from Assistant Professor-cum-Junior Scientist and equivalent (Senior Scale/AL-11 Rs.68900- 205500) to Assistant Professor-cum-Junior Scientist (Selection Grade/AL-12 Rs.79800- 211500)

- i) Any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up- gradation Workshop/ Teaching-Learning- Evaluation/ Extension Programmes/ Technology Programmes/Faculty Development Programme of at least two weeks (ten days) duration or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration) or completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.
- ii) Three research papers in the NAAS rated journals or Peer-reviewed journals or UGC-listed journals during the assessment period.
- iii) Ph.D Completion certificate
- iv) Initial Appointment/Accreditation order as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000
- v) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000.

Promotion order as Assistant Professor-cum-Jr. Scientist (SS) in the AGP of Rs.7000 revised to (senior Scale/AL-11 Rs.68900-205500).



A. For placement/promotion from Assistant Professor-cum-Junior Scientist or equivalent (AL-10 Rs.57700-182400) to Assistant Professor-cum-Junior Scientist and equivalent (Senior Scale/AL-11 Rs.68900-205500)

- i) One Orientation Course of 21 days duration on teaching/research/extension methodology.
- ii) Any one of the following : Completed Refresher / Research Methodology Course / Workshop / Syllabus Up-gradation Workshop / Training Teaching- Learning- Evaluation / Extension Programmes / Technology Programmes / Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period
- iii) One research publication in the NAAS rated journals or Peer-reviewed journals or UGC-listed journals during the assessment period
- iv) Ph.D / M.Tech/ MSc / MVSc Completion certificate
- v) Initial Appointment/Accreditation order as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000 revised to (AL-10, Rs.57700-182400)
- vi) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000

B. For Placement/Promotion from Assistant Professor-cum-Junior Scientist and equivalent (Senior Scale/AL-11 Rs.68900- 205500) to Assistant Professor-cum-Junior Scientist (Selection Grade/AL-12 Rs.79800- 211500)

- i) Any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up- gradation Workshop/ Teaching-Learning- Evaluation/ Extension Programmes/ Technology Programmes/Faculty Development Programme of at least two weeks (ten days) duration or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration) or completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.
- ii) Three research papers in the NAAS rated journals or Peer-reviewed journals or UGC-listed journals during the assessment period.
- iii) Ph.D Completion certificate
- iv) Initial Appointment/Accreditation order as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000
- v) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000.

Promotion order as Assistant Professor-cum-Jr. Scientist (SS) in the AGP of Rs.7000 revised to (senior Scale/AL-11 Rs.68900-205500).

