

### **General Instruction for CAS Application Submission**

1. The application forms are to be filled in as per the UGC guidelines-2018.
2. The scanned copy of all the relevant documents along with PDF format of the filled in application form and the checklist need to be submitted to the Registrar's official e-mail ([registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in)) from their official e-mail ID (soft copy).
3. The printout of the application form and the documents sent to the Registrar's mail need to be submitted with full signature of the applicant in each page in blue ink.
4. The hard copy preferably spirally bound is to be submitted to the Registrar through proper channel in sealed envelope. One copy of the filled in forwarding application in the prescribed format is to be kept inside the sealed envelope and another copy is to be placed along with the sealed envelope which need to be duly forwarded through proper channel.

## **FORWARDING LETTER**

From

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To

The Registrar  
Rama Devi Women's University,  
Vidya Vihar, Bhubaneswar, Odisha

**Sub: Submission of Application Form for Promotion under CAS – regarding**

Madam,

I, Prof./Dr./Mr./Ms.....(name)  
.....(Present designation).....  
.....(department), hereby submit the application form completed in all respect along with the supporting documents and testimonials for promotion under CAS from Academic Pay Level/Grade Pay .....to Academic Pay Level/Grade Pay ..... **as per UGC Regulations, 2018**, and offer myself to be assessed/evaluated for such promotion.

Yours faithfully,

**Date**..... **Signature:** .....

**Name**.....

**Designation:** .....

**Department:** .....

**Enclosure:**

- (1) Forwarding Letter
- (2) Information regarding eligibility
- (3) Part A: General Information and Academic Background
- (4) Part B: Annual Performance Assessment Report (Year-wise)
- (5) Part C: Research Score
- (6) Part D: Summary of PAR Grading & Research Score
- (7) Part E: Other Relevant Information
- (8) Supporting documents/papers- Total numbers of documents with page  
Numbers to be mentioned.

Forwarded by HOD:

Forwarded by CPGC:

**Note:** Two copies of forwarding letters (one inside the closed envelope and another outside the envelope forwarded by HOD & CPGC).

**RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR**

**Promotion under Career Advancement Scheme (CAS) as per the UGC Regulations. 2018**  
**Associate Professor Level 13A to Professor Level 14**

**INFORMATION REGARDING ELIGIBILITY**

<b>Name of the Applicant (CAPITAL LETTER):</b> .....		<b>Department:</b> .....
		<b>Faculty:</b> .....
<b>Date of Joining in RDWU (Regular)</b> .....	<b>Past Service Counted (if any):</b> ..... (Pl. attach copy and mention ref. page no.)	
<b>Joined in the post of:</b> .....		
<b>Assessment Period (Date &amp; Year):</b> from..... to.....		
<b>Submission of complete PARs for the assessment periods:</b> 1. For the year: ..... Yes/No 2. For the year: ..... Yes/No 3. For the year: ..... Yes/No		
<b>Whether promoted earlier under CAS (if yes), please provide following details</b> (Attach supporting documents and mention ref. page no.) Date of promotion ..... Yes/Not Applicable Promoted from Level..... to Level..... Yes/Not Applicable Copy of promotion order..... Yes/Not Applicable		
<b>Date of Eligibility for promotion under CAS:</b> .....		

<b>Sl. No.</b>	<b>Requirement for promotion</b>	<b>Yes/No</b>	<b>Ref. Page No.</b>	<b>For Office use</b>
1.	Whether the applicant has completed three years of service as Associate Professor in Academic Pay Level 13-A as per the UGC Regulations, 2018.			
2.	Whether the applicant possesses Ph.D. degree in the subject concerned / allied / relevant discipline.			
3.	Whether the applicant has a minimum of ten research publications in the peer- reviewed or UGC -listed journals out of which three research papers should have been published during the assessment period, as per UGC Regulations, 2018			
4.	Whether the applicant has evidence of having successfully			

	guided doctoral candidate.			
5.	Whether the applicant has a minimum of 110 Research Scores as per Appendix II,Table-2 as per UGC Regulations, 2018			
6.	Whether Past Service Counted (if any) :..... (if yes, attach copy) or write not applicable.  If yes, please mention, whether the copy of PAR for the same period is submitted in RDWU or write not applicable.			
7.	Whether any minor/major penalty imposed during assessment period (Three years) (if yes please provide details)			
8.	Whether the services of the applicant is confirmed or not? (If yes, please attach the copy of confirmation order)			
9.	Whether <b>five</b> sets (hard copy) of ten research publications as referred in point No. 3 above are attached  Whether <b>five</b> sets (hard copy) of three research publications, published during assessment periods as referred in point No.3 above are attached.			

Date:..... Signature of the Applicant: .....

Name: .....

Designation: .....

**RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR**

**Promotion under Career Advancement Scheme (CAS) as per the UGC Regulations. 2018**  
**Assistant Professor Level 10 to Assistant Professor Level 11**

**INFORMATION REGARDING ELIGIBILITY**

<b>Name of the Applicant (CAPITAL LETTER):</b> .....		<b>Department:</b> .....
		<b>Faculty:</b> .....
<b>Date of Joining in RDWU (Regular)</b> .....		<b>Past Service Counted (if any):</b> ..... (Pl. attach copy and mention ref. page no.)
<b>Joined in the post of:</b> .....		
<b>Assessment Period (Date &amp; Year):</b> from..... to.....		
<b>Period of Attended/Completed Refresher/ Research Methodology/FDP/Workshop course(s) etc. or equivalent course(s) as per UGC Regulations 2018</b>	1. .... 2. .... 3. .... 4. .... 5. ....	
<b>Submission of complete PARs for the assessment periods:</b> 10. For the year: ..... Yes/No 11. For the year: ..... Yes/No 12. For the year: ..... Yes/No 13. For the year: ..... Yes/No 14. For the year: ..... Yes/No 15. For the year: ..... Yes/No		
<b>Whether promoted earlier under CAS (if yes), please provide following details (Attach supporting documents and mention ref. page no.)</b> 16. Date of promotion ..... Yes/Not Applicable 17. Promoted from Level..... to Level..... Yes/Not Applicable 18. Copy of promotion order..... Yes/Not Applicable		
<b>Date of Eligibility for promotion under CAS:</b> .....		

<b>Sl. No.</b>	<b>Requirement for promotion</b>	<b>Yes/No</b>	<b>Ref. Page No.</b>	<b>For Office use</b>
19.	Whether the applicant has completed 4/5/6 years of service as Assistant Professor in Academic Pay Level 10 as per the UGC Regulations, 2018.			
20.	Whether the applicant has Ph.D. degree in the subject concerned / allied / relevant discipline.			
21.	Whether the applicant has attended/ completed required			

	number of Refresher/Research Methodology/FDP/Workshop Course(s) etc. /equivalent course(s) during last 4/5/6 years at level 10 with due permission from the competent authority. (Provide details)			
22.	Whether the applicant has published one research paper in peer- reviewed or UGC - listed journals during the assessment period, as per UGC Regulations, 2018.			
23.	Whether Past Service Counted (if any) :..... (if yes, attach copy) or write not applicable.			
	If yes, please mention, whether the copy of PAR for the same period is submitted in RDWU or write not applicable.			
24.	Whether any minor/major penalty imposed during assessment period ( last 4/5/6years) as applicable, (if yes please provide details)			
25.	Whether the services of the applicant is confirmed or not? (If yes, please attach the copy of confirmation order)			

**Date:**..... **Signature of the Applicant:** .....

**Name:** .....

**Designation:** .....