

**Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091**

No. 856-Edn(CS)/8R-01/10

Dated, Kolkata the 13th December, 2012

MEMORANDUM

Sub: Prescribed Qualifications for Recruitment to the Post of Assistant Professor in Government-aided Affiliated Colleges.

Pursuant upon issuance of UGC Notification No.F.3-1/2009, dt. 30.06.2010 notified in Gazette of India on 18th September, 2010, and in cancellation of the earlier Memorandum No.981-Edn(CS)/8R-1/10 dt. 22nd December, 2010 of this Department, the State Government in the Higher Education Department, taking into account local conditions, has decided to prescribe the following qualifications and norms for recruitment to the posts of Assistant Professor in Government-aided affiliated Degree Colleges.

1. Post

Assistant Professor in various subjects in different Government-aided Colleges (both General degree Colleges and Teachers' Training Colleges) in West Bengal.

2. Method of Recruitment

By selection (direct recruitment) through the West Bengal College Service Commission, West Bengal (except the colleges administered by religious and linguistic minorities)

3. Pay scale: Pay Band – Rs.15, 600-39,100/- plus Academic Grade Pay of Rs.6000/-

4. Qualifications required in different subjects for General Degree Colleges other than B.Ed. Colleges and B.Ed. Department in General Degree Colleges.

(For subjects other than Law, Music/Dance, Fine (Visual) Arts, Drama and Physical Education)

(a) At least 55% marks or an equivalent grade or Grade Point at the Master's Degree level in the same or a relevant subject from a recognized University/Institute and at least a 3-year Bachelor Degree, preferably but not essentially with Honours in the same or a relevant subject, also from a recognized University/Institute.

For Commerce, the following shall constitute additional desirable qualification:

A Masters Degree in Business Management / Administration declared equivalent by AIU / Accredited by the AICTE / UGC;

Or,

A two- year full-time PGDM from any IIM or accredited by UGC/AICTE

Or,

Chartered Accountant /Cost Accountant / Company Secretary of the concerned statutory bodies

Or,

A Bachelor's degree in Law.

For Computer Science and Electronic Science, M.Tech in the relevant subject shall constitute additional desirable qualification.

(b) The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) at Master's Degree Level for the Scheduled Caste/Scheduled Tribe/Differently-abled (physically and visually) categories for the purpose of eligibility.

(c) The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) for the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

Note-1: *The eligibility marks of 55% or 50% as the case may be (or an Equivalent Grade or Grade point wherever grading system is followed) should not be inclusive of any grace mark procedures i.e. 54.5% and above or 49.5% and above should not be rounded off to 55% or 50% respectively.*

Note-2: *By a recognized University/ Institute is meant a University/Institute affiliated to UGC/Other Statutory Apex Bodies like AICTE/NCTE/Bar Council of India, or recognized by the State or the Central Government as a Centre of Higher Learning. In case of a foreign University, the degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.*

(d) The candidates, besides fulfilling the above qualifications, should have passed the National Eligibility Test (NET), in the same or a relevant subject, conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or Council of Scientific and Industrial Research or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Lecturer/Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded PhD Degree in the same or in a relevant/allied subject (for which he/she is an applicant) in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from appearing in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET/SLET is not required for Master's Degree Programmes in disciplines for which any of the above-mentioned Tests are not conducted.

(e) Good power of expression in Bengali and English (spoken and written). For posting in Colleges located in the hill areas in the district of Darjeeling (Darjeeling Sadar, Kalimpong and Kurseong), good power of expression in Nepali and English (spoken and written) is essential.

5 A. Qualifications for recruitment in B.Ed. Colleges and B.Ed. Department of General Degree Colleges:

Foundation Course

a) At least 50% marks or an equivalent grade or Grade Point (wherever grading system is followed) at the Master's Degree level in any subject of Commerce/Arts/Science from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours, in the same or a relevant subject, also from a recognized University/Institute.

(b) M.Ed. with at least 55% marks or an equivalent Grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

Or,

(a) Master's Degree in Education with at least 55% marks or an equivalent grade or grade point (wherever grading system is followed) from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours in Education, also from a recognized University/Institute.

(b) B.Ed. with at least 55 % marks or an equivalent grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

Methodology Course

(a) At least 50% marks or an equivalent grade or Grade Point (wherever grading system is followed) at the Master's Degree level in the same or a relevant subject from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours, in the same or a relevant subject, also from a recognized University/Institute.

(b) M.Ed. with at least 55% marks or an equivalent Grade or Grade Point (wherever grading system is followed) from a recognized University/Institute.

Provided that, for the purpose of **clause 5A** –

(i) Relaxation of marks from 55% to 50% for certain categories of candidates,

(ii) Absence of any grace facility in respect of minimum marks,

(iii) NET/SLET/SET passed qualification and exemption thereof,

(iv) Language requirement

are at par with the provisions as laid down under clause- 4(b), (c), (d) and (e) read with relevant Notes. The NET/SLET/SET qualification can be obtained either in Education or the subject of post-graduation.

5 B. Qualifications for recruitment in Physical Education Colleges and Physical Education Department of General Degree Colleges:

(a) MPED with at least 55% marks or an equivalent grade or a grade point (wherever grading system is followed) from a recognized University/Institute.

Provided that, for the purpose of this **clause 5B**–

(i) Relaxation of marks from 55% to 50% for certain categories of candidates, subject to the exception noted below.

(ii) Absence of any grace facility in respect of minimum marks,

(iii) NET/SLET/SET passed qualification and exemption thereof,

(iv) Language requirement

are at par with the provisions as laid down under clause- 4(b), (c), (d) and (e) read with relevant Notes.

However, for the purpose of this clause 5B, differently-abled (physically and visually) candidates **are not** eligible for any marks relaxation.

The NET/SLET/SET qualification should be obtained in Physical Education.

6. Qualifications for recruitment in Law Colleges and Law Department of General Degree Colleges:

(a) At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level in Law from a recognized University/Institute and at least a Second Class Bachelor degree in Law, also from a recognized University/Institute.

(b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Law conducted by the UGC or SLET/SET in Law accredited by UGC as valid for the State of West Bengal.

(c) However, the candidates who have been awarded PhD Degree in Law in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from appearing in the Eligibility Test(s) as mentioned above.

Provided that for the purpose of this **clause 6**–

(i) Relaxation of marks from 55% to 50% for certain categories of candidates,

(ii) Absence of any grace facility in respect of minimum marks,

(iii) Language requirement

are at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

7. Qualifications for the Music/Dance Discipline:

At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University/Institute.

The candidates, besides fulfilling the above qualification should have passed the eligibility test (NET) conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Lecturer/Assistant Professor in the state of West Bengal in the relevant discipline..

However, the candidates who have been awarded PhD Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in disciplines for which any of the above mentioned Tests are not conducted.

Provided that for the purpose of this **clause 7**–

(i) Relaxation of marks from 55% to 50% for certain categories of candidates,

(ii) Absence of any grace facility in respect of minimum marks,

(iii) Language requirement

are at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

Or

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who

(a) Should have studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;

(b) Should be a high grade artist of AIR/TV, widely known for his eminence; and

(c) Should have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline, besides fulfilling the language requirement as laid down in clause 4 (e) above.

8. Qualifications for the Fine (Visual) Arts Discipline and Drama:

At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University/Institute.

The candidates, besides fulfilling the above qualifications should have passed the eligibility test (NET), in the concerned or a relevant/allied subject, conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded Ph.D Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in disciplines for which any of the above mentioned Tests are not conducted.

Provided that for the purpose of this **clause 8**–

(i) Relaxation of marks from 55% to 50% for certain categories of candidates,

(ii) Absence of any grace facility in respect of minimum marks, and

(iii) Language requirement

are at par with the provisions as laid down under clause-4(b), (c) and (e) read with all the relevant Notes.

OR

A Professional artist with highly commendable professional achievement, and widely known for his eminence in the concerned subject, who:

(a) should have a first class Diploma in Visual (Fine) Arts discipline from a recognized Institution of India/Abroad [for Fine (Visual) Arts]; **or**, should be a professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad (for Drama discipline);

(b) should have five years of experience of holding regular regional/National exhibitions/Workshops with evidence [for Fine (Visual) Arts]; **or**, five years of regular acclaimed performance in regional/ national/ international stage with evidence (for Drama discipline); and

(c) Should have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in the concerned discipline, besides fulfilling the language requirement as laid down in clause 4 (e) above.

9. Reservation: As per the current State Govt. rules, that is,

a) SC – 22%

b) ST – 6%

c) OBC-A – 10%

d) OBC-B – 7%

e) PWD – 3% (at least 40% disability is required to avail of the reservation opportunity)

A candidate claiming to be S.C., S.T., O.B.C. or a person with disability (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

For S.C., S.T. & O.B.C. Candidates

i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this respect.

For Persons with Disabilities (PWD)

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

A Medical Board constituted at Government Medical College Hospitals, District Hospitals, Sub-divisional Hospitals and Block Level Hospitals.

10. Age

(a) The upper age limit is **37** (Thirty Seven) years on the 1st January of the year of the Advertisement relaxable up to 5 years for SC/ST and 3 years for OBC category candidates. Differently-abled candidates (except in the Physical Education department) are entitled to an age relaxation of 10 years. Age relaxation of 5 years is available to the candidates possessing Doctorate Degree.

(b) However, for approved Part-time teachers (PTTs) and approved Contractual Whole-time teachers (CWTs) as defined in the WBCSC Act, 2012, the upper age limit is **42** (Forty-two) years on the 1st January of the year of advertisement, subject to the same principles and quantum of relaxation as mentioned above in clause 10 (a), which will be counted from the base level of 42 years for these two categories of candidates (PTTs and CWTs).

Existing teachers serving on permanent basis in substantive approved posts in the UGC scale of pay under the pay-packet scheme of the Government **in Non-Government aided Colleges in West Bengal** (to be called '**In-Service Teachers**') can change college by way of fresh appointment only up to a maximum of **52** years of age, as on the 1st January of the year of the Advertisement.

Exceptionally qualified over-aged candidates may be called for interview at the discretion of the College Service Commission in the rarest of cases. But their recruitment will depend on the condonation of their overage by the Government on a case-to-case basis, purely on merit, normally not exceeding one per cent of the total size of the concerned panel, rounded off to the next whole number.

Note- 3(a): The qualifications as prescribed above are not mandatory (**except language requirement**) for the candidates who are '**In service teachers**' subject to the condition that they are continuously so ('**In service teachers**') from a date prior to 19th September, 1991, and that they were appointed on the recommendation of a duly constituted Selection Committee as per Notification/Govt. Order issued from time to time in this regard. However, these teachers are eligible for changing their colleges by way of fresh appointment through the aforesaid selection procedure.

(b) Those '**In service teachers**' working from on or after 19.09.1991 and possessing the qualifications mentioned under **clauses 4-8** above may change college by way of fresh appointment through the aforesaid selection procedure of the College Service Commission.

(c) Exceptional qualification shall normally imply at least a PhD degree, with evidence of significant post-doctoral research work.

(d) *The Government would consider the claim for protection of pay only for teachers serving on permanent basis in substantive approved posts in the UGC scale of pay in **Government/Non-Government aided Colleges/ State-aided Universities in West Bengal** provided these teachers have rendered at least 5 years' continuous service as on the last day of applying in response to an advertisement and provided they apply through proper channel*

Sd/- Vivek Kumar

Secretary

Copy forwarded for information and necessary action to the:

1. Chairman, West Bengal College Service Commission.
2. Director of Public Instruction, West Bengal.
3. Registrar, Calcutta University.
4. Registrar, Burdwan University.
5. Registrar, North Bengal University.
6. Registrar, Gour Banga University.
7. Registrar, West Bengal State University (Barasat, North-24 Pgs).
8. Registrar, Presidency University.
9. Registrar, Sidho Kanho Birsha University
10. Registrar, Jadavpur University.
11. Registrar, Kalyani University.
12. Registrar, Rabindra Bharati University.
13. Registrar, Vidyasagar University.
14. Registrar, Bengal Engineering & Science University.
15. Registrar, Netaji Subhas Open University.
16. Secretary, West Bengal College Service Commission.
17. Chairman, West Bengal State Council of Higher Education.
18. P.S. to M.I.C. (HE).
19. P.A. to the Secretary, Higher Education Department.
20. CS Branch of Higher Education Department
21. Appointment Branch of Higher Education Department.
22. University Branch of Higher Education Department.
23. Integrated Law Cell
24. Guard file.

Joint Secretary

Government of West Bengal
Higher Education Department
C. S Branch
Bikash Bhavan, Salt Lake, Calcutta-91

No. 920 -Edn(CS)/5P-52/98

Date: 31.12.2012

From : Shri Vivek Kumar, IAS
Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction
Govt. of West Bengal

Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government aided Colleges including erstwhile sponsored colleges in West Bengal.

Sir,

Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 533-Edn (CS) dt. 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers librarians, physical instructors subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on **Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.**

2. Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, Physical Instructors in Government aided Colleges including erstwhile sponsored colleges in West Bengal**, as annexed, will be followed by all Government-aided Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 533 - Edn (CS) dated 28.08.2009 and the scheme of Career advancement and other service conditions of teachers of Government-aided Colleges, as annexed, will be considered a composite one.

3. The above scheme will be applicable only in respect of the teachers, librarians, physical instructors of Government-aided Colleges including erstwhile sponsored colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide their U.O. No. 978 Group -P (Pay) dt. 05.09.2012.

4. This order is in continuation of the earlier orders of this Department numbered 609 -Edn(CS) dt. 24.9.2009, 733-Edn (CS) dt. 17.11.2009 and 852 - Edn(CS) dt. 24.12.2009, 461-Edn(CS) dt. 08.06.2010, 188 Edn(CS) dt 25.02.2011, 201 Edn(CS) dt. 28.02.2011, 280 Edn(CS) dt 16.04.2012 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

Yours faithfully,

Enclo : As stated.

Sd/-

Secretary.

Copy forwarded for information and necessary action to:-

1. Accountant General, (A&E), West Bengal.
2. Finance Department, Group - P (Pay) of this Government.
3. Finance Department (Group -B) of this Govt.
4. Director of Public Instruction. West Bengal, Bikash Bhavan, Kolkata - 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata - 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
9. The Treasury Officer, _____ Treasury,

_____.
10. Budget Branch of this Department.
11. Statistical Cell of this Branch.
12. P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
13. P.A. to the Principal Secretary of this Department.
14. Computer Cell of this Department.
15. _____.
16. Guard File.

Joint Secretary

ANNEXURE TO G.O. No. 920 -Edn(CS)/5P-52/98 dated : 31.12.2012

GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS, LIBRARIANS, PHYSICAL INSTRUCTORS OF GOVERNMENT-AIDED COLLEGES INCLUDING ERSTWHILE SPONSORED COLLEGES IN WEST BENGAL.

1. This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, and Physical Instructors of Government-aided colleges including erstwhile sponsored Colleges in West Bengal** (hereafter referred to as "Scheme")
2. **Coverage**
These would apply to the Teachers, Librarians, and Physical Instructors of Government-aided including erstwhile sponsored Colleges in West Bengal.
3. **Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**
This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). *Example: One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010, will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs.9000 from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.*
4. **Qualifications and Other Service Conditions**
 - 4.1 No person shall be appointed in Government-aided including erstwhile sponsored Colleges if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.
 - 4.2 Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
5. **Pay Scales**
The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 533-Edn (CS) dated 28/08/2009.

5.1 **Table I: Revised Pay scales of Teachers**

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6,000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7,000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8,000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9,000

6. **Career Advancement for Teachers (effective from 01/11/2012):**

6.1 **This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No118-Edn (CS) dated 04.02.1999.**

6.2 As per the revised pay scales already notified, Assistant Professors, after entering into the service (in Stage 1), would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

6.2.1 An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

6.2.2 An entry level Assistant Professor possessing M. Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as L.L.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

6.2.3 An entry level Assistant Professor without Ph.D./M.Phil./M.Tech./L.L.M. or equivalent professional degree will be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

[Note: The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme (UGC Regulation,2010).]

6.2.4 Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade (stage 3).

6.3.1 Incumbents continuing pre-revised designations of Readers or Lecturers (Selection Grade) or redesignated Assistant Professors who have been placed in the Stage 3 (Pay band 15,600-39,100 with AGP of Rs. 8,000) up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage (Stage 4 with Pay band of Rs 37,400-67,000 and AGP Rs. 9,000) with consequent re-designation as Associate Professor as and when they complete 3 years of continuous service in stage 3. **Example:** Incumbent Reader/Lecturer (Selection Grade) who has reached Stage 3 (Pay band Rs. 15,600-39,100 with AGP of Rs 8,000) on 29.06.2010, will be re-designated as an Associate Professor with effect from 29.06.2013 and the

remuneration will be fixed in Stage 4 (Pay band Rs. 37,400-67,000 with AGP of Rs.9,000) from that date.

- 6.3.2 Effective 30.06.2013 and onwards, Assistant Professors completing three years of continuous service in stage 3, will be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed under this Scheme.

7. **Formation of Screening/Selection Committee:**

- 7.1 In the case of the intra-grade career progression of Assistant Professors, a 3-member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

- 7.2 In the case of the career progression from the grade of Assistant Professor to that of Associate Professor, a 4-member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]

8. **Career Advancement Scheme (CAS) for Librarians etc. (Assistant Librarian/College Librarian)**

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.

- 8.1. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing Ph.D in Library Science at the entry level, after completing 4 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

- 8.2. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing M.Phil in Library Science at the entry level, after completing 5 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

- 8.3 Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 without Ph.D and M.Phil in Library Science at the entry level, after completing 6 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.4. Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000 on completion of five years service in the AGP of Rs. 7,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.5. Incumbents continuing pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade).

***Example:** Incumbent Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who has reached in the Pay Band Rs. 15,600-39,100 with AGP of Rs 8,000 on 29.06.2010, will be placed in higher Pay Band 37,400-67,000 and AGP Rs. 9,000 with effect from 29.06.2013 and the remuneration will be fixed in the Pay band Rs. 37,400-67,000 with AGP of Rs.9,000 from that date.*

- 8.6. Effective 30.06.2013 and onwards, Assistant Librarian/College Librarian in the Pay Band Rs.15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000, will be eligible to move to the Pay Band 37,400-67,000 and AGP Rs. 9,000 by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

9. **Formation of Screening/Selection Committee in respect of Assistant Librarian/College Librarian**

- 9.1 In the case of the intra-grade career progression of Assistant Librarian /College Librarian, a 3 member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.
- 9.2. In the case of the career progression from the grade of Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000 to that of higher grade pay of Rs.9,000, a 4 member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal.

The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

10. Career Advancement Scheme (CAS) for Physical Instructor/Instructress:

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.

10.1 Every Physical Instructor/Instructress who is in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 will be eligible for promotion under CAS to the successive higher stages, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010 in correspondence with the respective scale of Pay of Assistant Director of Physical Education and College Director of Physical Education. The time period required for promotion (CAS) to the higher stages from AGP of Rs. 6,000/7,000/8,000 to the AGP of Rs. 7,000/8,000/9,000 respectively will be regulated by the said UGC guidelines. The screening Committee and the selection Committee for the purpose of CAS will be constituted as per the said UGC guidelines. Existing Physical Instructor/Instructress who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service.

11. Counting of Past Service for Promotion Under CAS

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 Organization such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor 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 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 with three years of continuous service).
- c) The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate 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 University/State Government/Central Government/ Concerned Institutions, for such appointments.
- e) 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.

[**Note:** While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc.) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present.]

12. Service Agreement and Fixing of Seniority

12.1 The service of the teachers of the Government-aided Colleges including erstwhile sponsored colleges will be regulated by the relevant provisions of the UGC guidelines, 2010 and statutory provisions of the concerned affiliating Universities/and also rules or regulations notified by Government.

12.2 The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

13. Other Service Conditions

13.1 Teaching Days

The Government-aided Colleges including erstwhile sponsored colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

Particulars	Number of weeks: 6 day a week pattern
Teaching & learning Process	30 weeks (180 days)
Admissions/ Examinations/ preparation for Examination	12 weeks
Vacation	8 weeks
Public Holidays	2 weeks
Total:	52 weeks

13.2 Workload

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

Post	Direct Teaching-Learning hours
Assistant professor	16 hours/week
Associate Professor	14 hours/week

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

13.3**Accountability:**

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers working in the universities and equivalent academic institutions in the country. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

- a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each Government-aided including erstwhile sponsored colleges in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
- b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.
- c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) along with signed copies of all supporting documents to the Head of the Institution concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately in the Personal Files of the teachers maintained by the respective office of the Government-aided Colleges including erstwhile sponsored colleges.
- d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.
- e) No remunerative private tuition by a Government-aided College including erstwhile sponsored college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

14. On the Refresher Course attendance requirement

14.1 A teacher's career progression must not suffer simply due to the non-availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization.

14.2 If /when a teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of the Academic Staff College of the affiliating university and seek a solution after proposing a list of the alternative allied subjects. The Director of the Academic Staff College on verifying the authenticity of the problem and in consultation with the competent authority in the university will prepare and communicate to the concerned teacher an approved list of the alternative allied subjects in which the Refresher courses are readily available for the teacher. The teacher may then choose and attend the Refresher Course most suited to his/her purpose.

15. Certain important points on eligibility for CAS promotion:

15.1 Candidates who fulfill the minimum API scores indicated in **Tables (as applicable) as per Gazette notification no F.3-1/2009 dt 30.06.2010** should offer themselves for promotion by submitting an application and the required 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.

15.2 If, however, on final assessment, candidates do not either fulfill the minimum criteria under the prescribed tables or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

- 15.3**
- (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
 - (ii) If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effective from that date of eligibility.
 - (iii) If the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.

16. Superannuation Benefits:

Superannuation benefits will be governed by existing relevant rules and Government orders as may be issued from time to time in respect of Govt. aided Colleges including erstwhile Sponsored Colleges..

17. Leave Rules:

These will be governed by the existing leave rules applicable to the Govt. aided Colleges including erstwhile Sponsored Colleges.

18. **Code of Professional Ethics:**

Code of professional ethics for teaching and non-teaching staff of Government-aided Colleges including erstwhile sponsored colleges will be governed as per the existing norms/regulations or as may be issued from time to time by the Govt. in Higher Education Department.

19. **Academic Performance Indicators (API) in recruitment and Career Advancement Scheme (CAS) in respect of Government-aided Colleges including erstwhile sponsored college Teachers.**

This will be governed as per provisions and relevant tables enumerated in the Gazette notification no. F.3-1/2009 dt. 30.06.2010

20. **Accountability and attendance of Refresher Course in respect of Assistant Librarian/College Librarian /Physical Instructor/Instructress will be guided by the same principles as laid down in this scheme vide point no. 13.3 and 14 above.**

21. **Anomalies**

The Redesignation and CAS guidelines outlined here have been prepared in the light of the UGC Regulations, 2010. If any particular issue is not specifically dealt with hereunder, the UGC guidelines on that issue will be followed. If any issue arises which is not covered either here or in the UGC Regulations, 2010, the statutory authority of the academic institution concerned, after due consultation with the State Government, will settle the issue. Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for necessary clarification.

Joint Secretary