

**TELANGANA STATE PUBLIC SERVICE COMMISSION: HYDRABAD**  
**CAS NOTIFICATION NO. 18/2016. Dt: 04/11/2016**

**NOTIFICATION FOR AWARD OF SENIOR SCALE/SELECTION GRADE SCALE UNDER CAREER ADVANCEMENT SCHEME TO THE LECTURERS, LIBRARIANS AND PHYSICAL DIRECTORS WORKING IN GOVERNMENT DEGREE COLLEGES UNDER REVISED U.G.C. PAY SCALE 1996.**

(For the eligible employees working under the administrative control of Commissioner of Collegiate Education and Director of School Education)

Applications in prescribed format are invited from the eligible Government Degree College Lecturers for award of Senior Scale/Selection Grade Scale under revised U.G.C. pay scales 1996.

The applicants should utilize the revised proforma enclosed herewith. They should submit the application in duplicate to the principal concerned before the **last date i.e 18/12/2016**. Applications received after the due date will be summarily rejected. They should use only the proforma available in the Commission's website [www.TSPSC.GOV.IN](http://www.TSPSC.GOV.IN) from **07/11/2016**.

They should clearly specify on the top of the application the Scale/Grade for which they are applying (i.e. Senior Scale/Selection Grade Scale). If the applicant applied for more than one stage in a single application such applications will be summarily rejected. Hence, they are directed to use separate applications for each Scale/Grade.

The status of the applicant in all respects as on the date of notification will only be considered for any purpose. No requests for modification of date of eligibility will be considered from the date of issuance of this Notification. The applicants who applied previous Career Advancement Scheme(s) and could not be selected or wanted any modifications/changes in the date of eligibility otherwise should also apply again. The retired employees and the legal heirs of deceased employees may also apply (for Senior Scale/Selection Grade Scale only) for the Career Advancement Scheme if the Career Advancement Scheme is due to them.

Each application must be accompanied by Indian D.D. only, worth **Rs.500/- (Rupees Five hundred only)** drawn in favour of "SECRETARY, T.S.P.S.C., HYDERABAD" payable at Hyderabad. The Indian D.D. should be obtained between **07/11/2016 to 18/12/2016**. The D.Ds obtained prior to and after the due date will not be considered and such applications shall be rejected and the fee paid will not be returned under any circumstances. Any application without Indian D.D. will be summarily rejected without any notice.

Applicant should fill from column No.1 to 34 only in the prescribed application format. They may use Typed/Printed application format in "A4 size" paper which must be identical to the proforma downloaded from the Commission's Website: [www.tspsc.gov.in](http://www.tspsc.gov.in) or annexed to this Notification. Application should be filled by the candidate in his/her own hand writing (Legal heirs in case of deceased employees). No column should be left blank in the application. If any column is not relevant or not applicable, they should write against the column "NR" or "NA" as in the case. They should affix passport size photograph in the space provided in the application. The photo should be attested by the concerned college principal. The qualification and other certificate copies are also to be enclosed with the application duly attested by the Principal concerned.

Applicants should submit applications in duplicate. One application should be retained in the concerned Principal's Office. The other application should be sent

to Commission's Office through Regional Joint Director of Collegiate Education/Regional Joint Director of School Education concerned by the principals to the Commission's Office. All the applications received by the RJDCE's/RJDSE's from the principals under their administrative control should be consolidated and to be submitted to the Commission's Office after due verification and certification as per the proforma in the Application for award of Career Advancement scheme before **Dated: 03/01/2017.**

The Career Advancement scheme awards will be granted as per G.O.Ms, No. 208, HE (UE.II.1) Department, Dt: 29/6/1999 and subject to Rules, Regulations and Exemptions governing the scheme and subject to Modifications/Clarifications and other conditions issued by the competent authority from time to time.

The selection committee for awarding career Advancement scheme shall now be consisting of the Commission as Members of the committee. The Commission may nominate Subject Experts, Regional Joint Directors of Collegiate Education and Director of Collegiate Education nominee etc., to assist them in the process of selection under career Advance scheme as per G.O. Rt.No.124, HE (UE.II.1) Department, Dt:20/02/2004. The final authority for award of Career Advancement Scheme is the Commission only. The recommendations made by the Principal/Regional Joint Director of Collegiate Education/Director of School Education in the applications is subject to the decision of the Commission. The Commission got every right even to reject the application on valid reasons recorded therein.

#### **ELIGIBILITY CONDITIONS:**

- **LECTURER (Senior scale):**

- Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil. and six years for others (i.e., those who are without M.Phil. or Ph.D) at the level of Lecturer.

AND

- Participation in the Orientation Course and one refresher course of approved duration (each of atleast 27 days duration ) or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the U.G.C.

AND

- Consistently satisfactory performance appraisal report.

#### **II. LECTURER (Selection Grade):**

- a) Lecturer in Senior Scale will move in to the selection grade scale after completion of uniformly 5 years as per guidelines in G.O.Ms.No.208, HE (UE.II-I) Department, dated: 29/06/1999.

**NOTE:**

- For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of lecture (Selection Grade)
- Lecturers in the senior scale who do not have a Ph.D. Degree or equivalent published work, and who do not meet the scholarship and research standards but fulfill the other criteria given above for the post of reader and have a good record in teaching and preferable have contributed in various ways such as to the Corporate Life of the Institutions, examination work or through extension activities will be placed in the selection Grade subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and / or fulfilling other requirements for promotions as Reader and if found suitable, could be given designation of Reader by Selection Committee after review and selection and approval by the appointing authority/ competent authority. However where a Lecturer has satisfied all the conditions imposed including Ph.D etc., the selection committee can recommend for assigning Reader designation.
- In consonance with Note (1) under item (5) of Para 5 of Appendix to the G.O. cited above, the recruitment of participation in Orientation/Refresher courses/Summer institutes, each of at least 27 days duration and consistently satisfactory performance appraisal reports referenced to above shall be mandatory requirement for Career Advancement from Lecturer (Senior Scale) to Lecturer (Selection Grade). The requirement for completing the refresher course would be as per note II in the G.O.208, H.E.(U.E.II-I) Dept., dt.29/06/99, which is as follows:
  - For Lecturer to Lecturer (Senior Scale) one orientation course would be compulsory for university and College Teachers. Those without Ph.D. would be required to do one refresher course in addition (This is to say that one should attend one orientation course and two refresher courses).
  - Two refreshers courses for Lecturer Senior Scale to Lecturer Selection Grade.
  - The Senior Lecturers like Readers/ Lecturers (Selection Grade) and Professors may attend two seminars/ conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASC'S for this level.
- d) i) The designation of "Reader" will be assigned after receipt of the recommendations of the selection committee by the Commissioner of Collegiate Education in respect of eligible Lecture(s) in Government Colleges
- ii) No Un-aided service will be considered for award of Career Advancement Scheme benefits.
  - The teachers who are superannuating before 30/01/2011 will be exempted from attending Refresher Courses as per G.O.Rt.No. 974, HE (UEII) Dept, dated 29/12/2010.

- Jr. Lecturer service will be counted for CAS as per G.O. 10, HE(CE.-I.I) Dept., dt:19/6/2004.
- v) State Scale Service will be counted as per G.O.24, H.E.(C.E.-II) Dept., Dt.19/02/2004.

The last date for submission of applications by the candidates to the respective Principals is **18/12/2016**, Who shall scrutinize and offer their remarks basing on the entries in the service register and send the same to the Regional Joint Director of Collegiate Education/Regional Joint Director of School Education concerned on or before **23/12/2016**. No application will be considered after due date even if it is due to administrative delay at any stage. The Regional Joint Director of Collegiate Education/Regional Joint Director of School Education should complete the scrutiny and issue necessary certification on the respective applications and prepare the list and **send the list and applications to the Commission's Office before 03/01/2017**

Hyderabad.  
Date: 04/11/2016.

Sd/-  
SECRETARY

**TELANGANA STATE PUBLIC SERVICE COMMISSION: HYDERABAD**

**NOTIFICATION NO.18 /2016, Dt:04/11/2016**

APPLICATION FOR AWARD OF \_\_\_\_\_

(Senior Scale/Selection Grade Scale/Reader Designation/Modification under revised UGC Pay Scales of 1996 (write whichever is applicable)

SUBJECT: \_\_\_\_\_

Regd.No. \_\_\_\_\_ (To be assigned in the Commission's Office)

APPLICANT SHOULD FILL ALL THE COLUMNS, WRITE "N.A" AGAINST THE COLUMNS, WHICH ARE NOT APPLIABLE

1. Name of the Applicant (in capital Letters) :
2. Father's Name :
3. Residential Address :
4. Present Designation, Department and Name of the College :
5. Pay at the time of appointment :
6. Present Scale of Pay Specify whether U.G.C. Scale of State Govt., Scale :
7. Date of assigning UGC Scale :
8. Date of Birth :
9. Caste/Community :
10. Qualifications (Evidence to be enclosed) :

Paste Passport size Photograph duly attested by concerned Principal
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<b>Qualification</b>	<b>Name of the University</b>	<b>Subject(s)</b>	<b>Month &amp; Year of acquiring this qualification</b>	<b>Percentage of Marks/Division/Grade</b>
P.G. Degree in				
NET/SLECT				
M. Phil.				
Ph. D				

11. Whether participated in (a) Refresher course (b) Orientation courses (c) Summer institutes  
(a) Refresher Courses:

<b>Name of Course/Topic</b>	<b>Conducted by</b>	<b>From Date</b>	<b>To Date</b>	<b>No. of days</b>
i)				
ii)				
iii)				

(b) Orientation Courses:

<b>Name of Course/Topic</b>	<b>Conducted by</b>	<b>From Date</b>	<b>To date</b>	<b>No. of days</b>
i)				
ii)				
iii)				

(c) Summer Institute:

<b>Name of Course/Topic</b>	<b>Conducted by</b>	<b>From Date</b>	<b>To date</b>	<b>No. of days</b>
i)				
ii)				
iii)				

12	Whether made some mark in the areas of Scholarship and research, as evidenced by performance appraisal Report of referee quality of publication contribution to Educational renovation design of new course curriculum etc. (Evidence to e produced).	
13	Extension work/Community Service (Please give a short account of your contribution to; community work such as values of National integrity, secularism, democracy, Socialism, humanism, peace scientific temper, flood or draught relief small family norms etc. (Enclose evidence)	
14	Position held/ leadership played ;in organizations linked with extension work NSS/ NCC or any other similar activity.	
15	Any other information in proof of your merit in Education filed (Please specify and enclose proof)	
16	Date of Regular appointment as Degree College Lecturer and method of recruitment/recruitment agency	
17	Date of Retirement	
18	Service prior to regular appointment in Degree Colleges (Govt. or Aided) or in any other research development organizations like CSIR, ICAR, UGC etc., (Service Certificate should be enclosed.)	
19	Total length of service as Degree College Lecturer in State Scales (as per G.O. Rt.No.24 HE (CE-I-1) Department, dt.8/1/2007) from date to date.	
20	Whether benefited by Automatic Advancement Scheme in State Scales mentioned the dates)	
21	Total length of Service as Jr.Lecturer (if worked) in Govt. or Aided Jr.College (As per G.O.10 HE(C.E.1.1)Dept., dt:19/04/2004 (certificate should be enclosed)	
22	EOL particulars.	
23	a) Total accountable service for Career Advancement Scheme as per Rules completed as on date of application b) Date of completion of the above service	
24	Date of award of Senior Scale (if awarded)	
25	Date of award of selection Grade with/ without reader Designation (if awarded)	
26	Whether you have been benefited by claiming relaxation from passing NET/SLET due to your higher Qualification i.e., M. Phil / Ph. D at the time of joining as Degree College Lecturer or later (if so specify)	
27	Whether you have been sanctioned advance increments for your higher qualification (M. Phil/Ph. D)	
28	Whether eligible for remission in service for promotion in CAS due to M. Phil/ Ph. D (Double benefit will not be accepted as per Govt., Memo No.29264/HE-1/98-6, dated:23/11/1999.	
29	Whether you have benefited by the Automatic Advancement Scheme in the cadre of Junior Lecturer. Furnish details (As per G.O.No.4, HE(CE-1) Department, dt.07/01/2008	
30	Date of eligibility Scale/ Grade (Specify the Scale/ Grade/ Designation applied at present)	
31	Relaxation(s)/ Exemption(s) claimed/ applicable (Mention rule position also)	
32	If applying for any modifications/charge specify (submit separate sheet with details)	
33	Any other information which is not covered in the above proforma or any matter relevant to your CAS application.	
34	D.D.No. Date: Amount Rs. Name of Bank/Branch.	

STATION:  
DATE:

**SIGNATURE OF APPLIANT**

**FOR REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION / REGIONAL JOINT  
DIRECOTR OF SCHOOL EDUCATION CONCERNED**

This is to certify that all the above particulars and the enclosures attested by the concerned of Principal are scrutinized and found to be correct. I certify and recommend that Sri/Smt./Kum. \_\_\_\_\_

\_\_\_\_\_ Lecturer in \_\_\_\_\_ Subject, presently  
working at \_\_\_\_\_ College \_\_\_\_\_ (Town) is eligible for  
award of \_\_\_\_\_

\_\_\_\_\_ from  
Date \_\_\_\_\_

\_\_\_\_\_ (in words)

DATE                      MONTH                      YEAR  
(Space for remarks if any)

STATION:  
DATE:

SIGNATURE OF THE RJDCE / RJDSE  
NAME

OFFICE SEAL

**CAREER ADVANCEMENT SCHEME –**  
(For Principal concerned  
**NOTIFICATION NO. 18 /2016, DT. 04/11/2016)**

<b>Sl.No.</b>	<b>Description</b>	<b>Remarks</b>
1.	Scale/Grade/Designation applied for	
2.	Name of the Teacher	
3.	Subject	
4.	College where he is working	
5.	Date of appointment as Lecturer in State Scales (Page No. of S.R and Volume)	
6.	Date of U.G.C. Scale (Page No. of S.R and Volume)	
7.	Service as J.L. in Government or aided college (Page No. of S.R and Volume) Calculation of qualifying service (as per G.O.10) (Page No. of S.R and Volume)	
8.	Service as Lecturer in State Scales (Page No. of S.R and Volume) Calculation of qualifying service (as per G.O.24, H.E.(C.E.II) Dept., Dt:19/02/2004)	
9.	E.O.L (if any ) (Page No. of S.R and Volume)	
10.	Refresher courses (mention duration of time in days ) (Page No. of S.R and Volume)	1. 2. 3.
11.	Orientation courses (mention duration of time in days ) (Page No. of S.R and Volume)	1. 2. 3.
12.	His/Her performance/appraisal report (Please write Good/Satisfactory/Not-satisfactory)	

Certified that, all the particulars mentioned by the applicant in the application are found correct and the application of the above candidate has been verified with the entries in the Service Book of the individual and noted the page number against each column above and found correct. (Specify if there is any deviation). He is eligible for \_\_\_\_\_(Scale/Grade/Designation as applied in the application)from Date:\_\_\_\_\_ as per Service, qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

Station:  
PRINCIPAL  
Dated:

SIGNATURE OF THE

Name:  
//seal//



**PERFORMANCE APPRAISAL REPORT**

This is to certify that the performance and conduct of Sri/Smt./Kum. \_\_\_\_\_ working as \_\_\_\_\_ in \_\_\_\_\_ subject in this College. His/her performance/appraisal report is good/satisfactory/not satisfactory or \_\_\_\_\_ (Strike off which is not applicable).

He/She is eligible for \_\_\_\_\_ (Scale/Grade/Designation as applied in the application) from date \_\_\_\_\_ (in works \_\_\_\_\_) as per the Service, Qualifications and eligibility conditions, with or without exemptions and in accordance with the Rules in force. One identical copy of the application is kept in the College for record. All the particulars mentioned in the application format is found correct.

(Specify remarks if any)

***Signature of the Principal***  
**Name:**

**Name:**  
**Designation:**

**Station:**  
**Date**

**//Seal//**