



Dr. Y. S. R. HORTICULTURAL UNIVERSITY

Administrative Office :: Venkataramannagudem – 534 101

Tadepalligudem, West Godavari District

Cir.Memo.No.5999/Ser(T)/2021

Dt. 25-02-2023

Sub: Dr.YSRHU – Teaching Estt. – CAS Regulations, 2016 – Awarding higher stages to the Teachers/Scientists of Dr.YSRHU under CAS – Invited applications from the Teachers/Scientists, who completed the required period of service by 30-09-2021 – Extended the eligibility period upto 31-12-2022 and inviting applications from the Teachers/Scientists, who have completed required period of service during the subsequent period from 01-10-2021 to 31-12-2022 – Called for.

- Ref:
1. G.O.Ms.No.14, dt. 13-02-2019 of Higher Education (UE) Dept, Govt. of AP.
 2. This Office Proc.No.4598/Ser(T)/2018, dt. 28-02-2019
 3. This Office Proc.No.3888/Ser(T)/2019, dt. 10-12-2019
 4. This Office Cir.Memo.No.5999/Ser(T)/2021, dt. 12-11-2021
 5. Note orders dt. 21-02-2023 of the Hon'ble Vice-Chancellor, Dr.YSRHU.

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In accordance with the orders in the ref. 5th cited; it is to inform that, applications were invited from the eligible Teachers/Scientists of Dr.YSRHU, who completed the required period of service (*i.e. eligibility period*) by 30-09-2021 for awarding the next stages under CAS (*ref. 4th cited*). In continuation to the ref. 4th cited, University has extended the eligibility period upto 31-12-2022 and inviting applications from the Teachers/Scientists, who have completed required period of service during the subsequent period from 01-10-2021 to 31-12-2022.

Hence, all the Associate Deans of Colleges of Horticulture, Principals of Horti. Polytechnics and Heads of Research Stations/KVKs/Schemes are requested to bring the contents of this Circular Memo to the notice of all the Teaching Staff working under their control, those who have completed the required period of service during the period from 01-10-2021 to 31-12-2022 for placement in Assistant Professor (Senior Scale) (Acad. Level-11), Assistant Professor (Selection Grade) (Acad. Level-12), Associate Professor (Acad. Level-13A), Professor (Acad. Level-14) and Professor to Professorship (Acad. Level-15) as per CAS Regulations 2016 and they may be informed to send filled in application forms in the prescribed proforma communicated with this Circular Memo in Part-II in five sets through proper channel.

Teachers/Scientists who submitted their applications by completing required period of service by 30-09-2021 (*in response to ref. 4th cited*) are no need to submit the application again.

The service rendered in outside the agencies as specified in the regulations including the service rendered in Government/Quasi Government will be considered only if recorded evidence in support of such service is enclosed to the application. The service certificate including, pay particulars should also be indicated. Any claims and representations for considering such service after the **due date will not be entertained**.

The applicants are requested to furnish the copies of qualifications obtained and last date of **viva-voce exam held**, which is essential to consider Ph.D qualification.

The Associate Deans of Colleges of Horticulture, Principals of Horticultural Polytechnics and Heads of Research Stations/KVKs/Schemes are therefore requested to certify the service particulars and details of leave availed by the candidates duly verifying the same comparing with their Service Registers and **certify the correctness of the particulars furnished in the application in the prescribed proforma communicated and forward the same with their endorsement to the University on or before 25-03-2023**.

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The Heads of Offices are informed that some of the teachers applying for CAS are not furnishing correct particulars in Bio-data, particularly those who rejected earlier for award of CAS benefits. Such rejected candidates shall clearly indicate whether they have attended interview previously for the same promotion under CAS now appearing as this is leading to complications. Therefore, the Heads of Offices are requested to verify the particulars thoroughly while forwarding the applications.

Further, the applicants are requested to follow the instructions as detailed below:

1. All the applicants while submitting the applications should strictly adhere to the norms/ conditions indicated in Proc.No.3888/Ser(T)-I/2019, dt. 10-12-2019 of Registrar, Dr.YSRHU.
2. The applications should be furnished in the prescribed proforma communicated by the University.
3. The date of eligibility for awarding the higher stages should be indicated. Candidates are requested to provide the information pertaining to assessment period only (supporting documents should be furnished/enclosed).
4. Providing check list to the individual categories of assessment (I(a)(b)(c)(d), II & III) by the candidates should be mandatory.
5. Without confirmation/awarding of the earlier stages, the application should not be submitted for higher stages. Necessary documents for confirmation of earlier stages should be enclosed (the recommending authority should bestow utmost attention while forwarding the application).
6. For every assessment point, maximum score card is provided by the University. Candidate should restrict to the marks allotted for the assessment points only.
7. All the publications should be in chronological order (Research papers, abstract, conferences, full length papers and popular articles).
8. All the Heads of Offices should scrupulously verify the service particulars of the applicants as per the service registers and the enclosures therein.
9. The Heads of Offices should submit confidential reports as per proforma in a sealed cover duly filling all the columns with necessary comments separately for each individual.
10. In the columns relating to leave particulars, it should not be indicated as '**Not applicable**' or left blank. It has to be indicated clearly whether any leave *i.e., Earned Leave/HPL/EOL (without pay & allowances) is availed, if not "Nil" has to be indicated.*

Further, it is also informed that the applicants are requested to furnish the correct particulars in their applications especially leave, date of acquiring Ph.D qualification as once the CAS benefits are awarded with the approval of Board of Management, it cannot be considered for preponement under any circumstances.

Any lapses found in the above particulars furnished will be viewed seriously and all the Heads of Offices and concerned Teacher will be held responsible for such lapses.

The candidates who are eligible for award of CAS benefits as on 31-12-2022 by counting study leave period and service rendered as Instructor cadre may also apply.

The application forms in the prescribed proforma can be downloaded from the Dr.YSRHU website <https://drysrhu.ap.gov.in>


The applications received after due date will not be considered under any circumstances.

B.SRINIVASULU
REGISTRAR

To

All the Associate Deans of Colleges of Horticulture, Dr.YSRHU
All the Principals of Horticultural Polytechnics, Dr.YSRHU
All the Heads of Research Stations/KVKs/Schemes, Dr.YSRHU
CC to PS to Vice-Chancellor, Dr.YSRHU, Admin. Office, VR Gudem
CC to PA to all the University Officers, Dr.YSRHU, Admin. Office, VR Gudem
Copy to SF/SC

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SUPERINTENDENT (FAC) 25/12/23