



B-231/CTUAP/2026/026

Date: 20.05.2026

CAS NOTIFICATION

It is hereby notified for the information of all concerned Faculty Members and other Academic Staff of the University that those who fulfill the eligibility requirements under the Career Advancement Scheme (CAS), as per the prescribed norms, and consider themselves eligible for promotion under CAS may submit their applications on or before **20.06.2026**. Further, in accordance with the applicable norms, faculty members whose eligibility date for promotion falls within three months from the date of issuance of this notification shall also be permitted to apply under CAS.

The applications must be duly supported by all relevant credentials as prescribed under the Assessment Criteria and Methodology Guidelines contained in the applicable Regulations, as amended from time to time.

Applicants are required to submit the hard copy of the application in prescribed format along with all supporting documents, including two sets of publications and other relevant credentials, to the Registrar, Central Tribal University of Andhra Pradesh, on or before the prescribed last date. Applications received without hard copies or found incomplete in any respect shall not be processed, and such cases shall not be considered for CAS promotion during the current cycle.

Applicants are advised to carefully refer to the Guidelines/Instructions contained in Annexure-I titled "General Instructions for CAS Applicants." Eligibility for promotion shall be determined strictly in accordance with the applicable norms and regulations.

This is issued with the approval of the Competent Authority.

(Prof. Jitendra Mohan Mishra)
Registrar (I/c)

Copy to:

- 1) PS to Vice-Chancellor for information.
- 2) Registrar/FO/CoE/Librarian,
- 3) Director Academics
- 4) All faculty members
- 5) Director IQAC
- 6) Academic Section/ Examination Section
- 7) Liaison Officer (SC/ST/OBC/PwBD)
- 8) Web Admin for upload in the Website
- 9) Guard File.

GENERAL INSTRUCTIONS FOR CAS APPLICANTS

1. The applicant shall refer to the prescribed Regulations and amendments issued from time to time, available on the University website (www.ctuap.ac.in), regarding their eligibility. They must also ensure that they have submitted the prescribed APARs pertaining to the relevant assessment periods, along with the prescribed proforma for CAS, to be submitted as part of the application for promotion under the Career Advancement Scheme (CAS).
2. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the effective date of promotion will be from that of completion of minimum period of eligibility.
3. Application/documents/ publications received not as per the prescribed API formats, and also after the cut-off date will not be entertained, in that particular assessment.
4. Criteria, Methodology and Proforma, based on prescribed regulations and its amendments are available in the [LINK](#);
5. API/ Research scores shall be considered on the basis of submission of Publications and documentary proof as per Regulations and amendments, as applicable.
6. Before filling the application form the applicants are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.
7. Further, it is clarified that publication details such as; front page, ISSN/ISBN details, year of publication, content page, Indexing & impact factor (if any) and full Publication should be submitted.
8. For promotions from Level-13A to Level-14, two sets of Hard copies of necessary documents & publications, should be submitted through proper channel.
9. In case Refresher Course (RC) or Orientation Course (OC) has been attended and completed after due date of the promotion, then such information/ detail should be indicated in request letter submitted through proper channel.
10. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

11. Applicants shall also submit the following along with the application form.

- i) Copy of Time-Table
- ii) Copy of Permission letter of attending Refresher Course/ Orientation Course, etc.
- iii) No. of Modules to be mentioned along with proof for claiming score of development of e-learning delivery process materials.
- iv) Two sets of publications and other credentials as mentioned in the application form.

Note: Applicant must also ensure that they have submitted the prescribed APARs pertaining to the relevant assessment periods, in the prescribed proforma.

12. The Regulations, guidelines, and subsequent amendments issued from time to time by the Government of India (GOI), Ministry of Education/erstwhile MHRD, DoPT, and UGC, as adopted/endorsed by UGC/AICTE, shall be applicable for determining eligibility, submission of applications, calculation of API/Research Scores, and assessment of experience.