

GOVERNMENT OF NAGALAND  
HIGHER AND TECHNICAL EDUCATION DEPARTMENT  
NAGALAND, KOHIMA

No.HTE/HE/2-11/2016/586

Dated Kohima the 29 July 2022

To

The Director,  
Directorate of Higher Education  
Nagaland::Kohima

Sub:- AMENDMENT OF THE NAGALAND HIGHER EDUCATION SERVICE RULE 2019- Reg

Madam,


I am directed to refer to your letter NO.HED/ADMN/NHERS/SERVICE RULES-1/2019/53 dated 15<sup>th</sup> July 2019 on the subject cited above and to request you to disseminate a draft copy of Nagaland Higher Education Services Rule 2019 to all the Stake Holders inviting their views and comments.

Also, a committee may be formed at the Directorate level with Government representative to examine the draft taking into consideration views and comments of the stakeholders and come up with verified and acceptable amendments within the norms of University Grants Commission (UGC). The recommendation of the committee be submitted to the Government with justification within 45(forty five) days period from the constitution of the committee.

Enclosed :

1. Draft copy of Nagaland Higher Education Service Rule 2019
2. Letter received from Hon'ble Minister, Higher Education and Tribal Affairs.

Yours faithfully,

  
29/07/2022.  
(ANIMI LOTHAS)

Deputy Secretary to the Govt. of Nagaland

dc  
issued  
29/7/22

Received on 4/8/22  
x/Annul  
7/8/22

H. dir (H)  
x/Annul

For whole  
circulation to  
all stakeholders & to  
inviting views within  
30 days. Soft copy/hand copy  
to Principals.



138

**TEMJEN IMNA ALONG**  
तेमजे इमना अलोंग

Minister

मंत्री

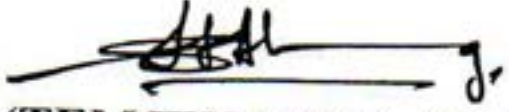
Tribal Affairs & Higher Education,  
Nagaland, Kohima-797001

जनजातीय मामलों एवं उच्च शिक्षा,  
नागालैंड, कोहिमा-797001

**MIN(HE&TA), PA-DO-11,**

**DATED 22/06/2023**

1. Let all the Fraternity Members and Stake holders come together for a joint meeting and Settlement first.
2. We may take the views and comments of the P&AR Department also, as it has to deal with Service matters.
3. The UGC rules and norms should be strictly followed.

  
(TEMJEN IMNA ALONG)

**SECRETARY  
HIGHER & TECHNICAL EDUCATION  
NAGALAND, KOJIMA.**

*S.S.*  
*Action as above. not should handed over to any unauthorized person.*  
*22/6/22*  
*22/6/22*  
*22/6/22*  
*22/6/22*

☎ 0370-2270083, 0370-2242222  
☎ 0370-2270179, 0370-2241120

"Collective Efforts Inclusive Growth Everyone's Trust"  
"सबका साथ सबका विकास सबका विश्वास"



**GOVERNMENT OF NAGALAND  
DEPARTMENT OF HIGHER EDUCATION & TECHNICAL EDUCATION  
NAGALAND: KOHIMA**

**NOTIFICATION**

No. HTE:

Dated Kohima the \_\_\_\_\_

**1. Short title and Commencement:**

- (i) These Regulations may be called the Government of Nagaland Higher Education Service Rules 2018. (Regarding Minimum Qualifications for Appointment of Teachers and other Academic Staff in Colleges and other Measures for the Maintenance of Standards in Higher Education)
- (ii) These shall apply to every Institution of higher education under the Government of Nagaland. It shall come into force from the date of their publication in the Nagaland Gazette.
- (iii) This Service Rules supersede the existing Nagaland Higher Education Service Rules 2015.
- (iv) These Rules shall be subject to changes as per Notification, Circulars and regulations issued by UGC and adopted by the State Government from time to time.

**2. Definitions:**

In these rules unless the context otherwise requires:

- (i) "Appointing Authority" means the Governor of Nagaland.
- (ii) "Commission" means The Nagaland Public Service Commission.
- (iii) "Constitution" means The Constitution of India.
- (iv) "DPC" means Departmental promotion Committee.
- (v) "Committee" means the DPC.
- (vi) "Director" means the Director of Higher Education.
- (vii) "Government" the Government of Nagaland.
- (viii) "Governor" means the Governor of Nagaland.
- (ix) "Gazette" means the Nagaland Gazette.
- (x) "He" shall also mean "she"
- (xi) "HE" means Higher Education.
- (xii) "Members of the Service" means a member of the Nagaland higher Education Service (Group A) recruited to the service before or after commencement of these rules
- (xiii) "Placement" means promotion of a member of the service to a higher pay band or grade along with his own post and with the same nature of duties.
- (xiv) "Regular Appointment" means the appointment made against a substantive post in accordance with the provisions of these rules.
- (xv) "Secretary" means the Secretary to the Government of Nagaland, Department of Higher Education and shall include Additional Chief Secretary, Principal Secretary, Commissioner & Secretary, Secretary or Additional (Deputy Secretary) holding charge of the Department independently.
- (xvi) "State" means the State of Nagaland.
- (xvii) "Service" means the Nagaland Higher Education Service.

- (xviii) "Scheduled Tribe" shall have the same meaning as in clause 25 of Article 366 of the Constitution of India.
- (xix) "Schedule" means the schedule(S) appended to these Rules.
- (xx) "Annexure" means annexure to Schedule II of these Rules
- (xxi) "Year" means the calendar year.
- (xxii) "UGC" means University Grant Commission.
- (xxiii) "B.A/M.A" means Bachelor of Arts/ Master of Arts.
- (xxiv) "B.Sc/M.Sc" means Bachelor of Science/ Master of Science.
- (xxv) "B.Ed/M.Ed" means Bachelor of Education/ Master of Education.
- (xxvi) "IQAC" means Internal Quality Assurance Cell.
- (xxvii) "CAS" means Career Advancement Scheme.
- (xxviii) "PBAS" means Performance based Appraisal System.
- (xxix) "API" means Academic Performance Indicator.
- (xxx) "HESEC-CAS" means Higher Education Screening Cum Evaluation Committee.
- (xxxi) "NET" means National Eligibility Test.
- (xxxii) "SLET" means State Level Eligibility Test.
- (xxxiii) "SET" means State Eligibility Test.
- (xxxiv) "ICT" means Information and Communication Technology.  
"University" means Nagaland University or any other University recognized by the UGC.
- (xxxv) "Regulations" means University Grant Commission Regulations.
- (xxxvi) Higher Education means the undergraduate and above levels of Education, or a bench-mark level of education to be determined by the Government from time to time.
- (xxxvii) Degree of a recognized University means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government.

### 3. Constitution of Service:

The service shall consist of the following persons:

- (i) Persons who at the commencement of these Rules are holding regular appointment to the posts specified in **Schedule-I**.
- (ii). Persons recruited to the Service in accordance with the Provisions of these rules.

### 4. Gradation and Strength of the Service:

The gradation of various posts in the service, the number of posts in each grade, Pay Band and Academic Grade Pay attached thereof, shall be as indicated in **Schedules I & II** provided that the Government may, from time to time, add to or reduce the number of posts included in the service, either on permanent or on temporary basis.

### 5. Method of Recruitment:

- i). The method of recruitment to posts specified in the **Schedule-I** shall be as follows:
  - a. By direct recruitment
  - b. By Placement/promotion
- ii). The respective quotas reserved for direct recruitment and by Placement/promotion, the qualifications and conditions required for direct recruitment and for promotions/placement to various grades of the service shall



be as specified in **Schedule-II**.

**6. Direct Recruitment:**

- (i). Whenever there is a vacancy or expected vacancy in the service to be filled up by direct recruitment under these rules, the Department shall immediately send a requisition in the form prescribed by the Commission indicating the subject (s) or academic discipline and the number of vacancies.
- ii). The Commission shall advertise the post (s) specifying as far as possible the terms and conditions under these rules and the number of vacancies to be filled up.
- iii). A candidate must apply on or before such date and in such manner and in such form as maybe prescribed by the Commission.
- iv). A written examination and interview for selection to the service shall be held at such time and place as maybe prescribed in the notice issued by the Commission for the purpose. Every such notice shall, as far as possible, specify the number of vacancies to be filled up.
- v). The Commission shall prepare a list of all candidates who have qualified in the written examination and interview in order of merit, which shall be determined on the basis of the academic records of the candidates, performance in the written examination and the interview. If two or more candidates obtained equal marks, the Commission shall arrange them in order of their date of birth, the older being senior. The Commission shall forward the names of the successful candidates in order of merit up to the number of vacancies requisitioned for direct recruitment.
- vi). A waiting list, not exceeding 25% of the vacancies advertised, shall be maintained by the Commission in respect of the written examination and interview conducted by it. The waiting list shall remain valid for a period of six months from the date of the results declared by the Commission. Provided that the arrangement of the names of the qualified candidates in order of merit shall be subject to the reservation policy for scheduled tribes and backward tribes as per instruction issued by the Government from time to time.
- vii). Selection of candidates in order of merit, shall be on the basis of the performance of the candidate in Academic Records, Research Publications, Teaching experience, written examination and interview with the following weightage:
  - a. Academics = 40 %
  - b. Written Examinations = 45 %
  - c. Interview = 15 %

viii). The weightage for Academic records for Assistant Professor/ College Librarian shall be provided under:

Sl.No	Examination & others Academic activities	Weightage/Score			
a.	Graduation	80% & above=15	60% to less than 80% =13	55% to less than 60 % = 10	45% to less than 55% = 05
b.	Post Graduation	80% & above = 25	60% to less than 80% =23	55% (50% in case of SC/ST & PWD) to less than 60 % = 20	
c.	Ph.D	5 marks			
d.	Teaching ( Post Doctoral Experience) 3 marks for one year	3 marks			
e.	Awards:	2 marks			

	i) International/National Level (Awards given by International Organisation /Government of India/ Govt. of India recognized National Level Bodies. ii) State Level Awards given by State Government.	
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- (ix) a. The written examination shall consist of a (a) **Subject Paper** (b) **General English** each carrying 200 marks. The Syllabus shall be the common syllabus as provided in the NPSC (State Civil & Other Services Recruitment (6<sup>th</sup> amendment) Rules 2011.
- b. The procedure for the interview, preparation of merit list and listing of candidates for the interview shall be as provided in the NPSC (State Civil and other Service) recruitment (6<sup>th</sup> amendment) Rules 2011.

## 7. Qualification for the Direct Recruitment:

### A. Age:

- The age of a candidate for direct recruitment under Rule 6 & 7 shall not be less than 21 years, and not more than 30 years as on the first day of the year in which recruitment is held. The upper age limit is relaxable by 5 years in the case of candidates belonging to Scheduled Tribes and Scheduled Castes and 10 years for physically and visually differently abled categories or in accordance with the general or special orders issued by the Government in this behalf from time to time.
- Further, age concession for serving Government employees will be allowed, the equal number of years they are in the service subject to a maximum of 5 years.
- The upper age limit is also relaxable upto 35 years for candidates having D.Sc/ Ph.D degree and further relaxable by 5 years for ST/SC candidates.

### B. Educational Qualifications:

#### 1. The required educational qualifications for direct recruitment to the service Arts, Humanities, Science, Social science, Commerce, Education and language shall be as follows:

- A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :  
**Provided**, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances /Bye-laws /Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.



Colleges subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note:** NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/ SLET/ SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET /SET.

### OR

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

- iii). A relaxation of 5% shall be allowed at the Bachelor's as well as at the Masters' level for the candidates belonging to Scheduled Caste/Scheduled Tribes/ Other Backward Classes (OBC)/ Differently abled (a). Blindness and low vision; (b). Deaf and Hard of Hearing (c). Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d). Autism, intellectual disability, learning disability and mental illness (e). Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- iv). A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- v). A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- vi). The time taken by candidates to acquire M.Phil and/ or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.

## **II. The qualifications prescribed for Faculty Positions in the Colleges of Teacher Education shall be as follows:**

### **A). Foundation Courses:**

- (a) A Master degree in Science/ humanities/Arts with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) relaxable by 5% for ST/SC/ differently abled candidate
- (b) M.Ed with at least 55% (or an equivalent grade in a point scale wherever

grading system is followed) relaxable by 5% for ST/SC/ differently abled candidates and

- (c) Any other stipulation prescribed by the UGC/ any such affiliating body/ State Government from time to time for the positions of principals and teachers, shall be mandatory.

OR

- (a) M.A.in Education with 55% marks, (or an equivalent grade in a point scale wherever grading system is followed) relaxable by 5% for ST/SC/ differently abled candidates
- b). B.Ed with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) relaxable by 5% for ST/SC/ differently abled candidates and
- (c) Any other stipulation prescribed by the UGC/ any such affiliating body/ State Government from time to time for the positions of principals and teachers, shall be mandatory.

**B). Methodology :**

- a). A Master Degree in subject with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) relaxable by 5% for ST/SC/ differently abled candidates;
- b) . M.Ed Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) relaxable by 5% for ST/SC/ differently abled candidates and;
- c). Any other stipulation prescribed by the UGC/ any such affiliating body/ State Government from time to time for the positions of principals and teachers, shall be mandatory.

Provided that at least one Associate Professor shall have specialization in ICT and another in special education.

**III. Minimum Qualification for direct recruitment to the post of College Librarian:**

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

*Provided* that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;



- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/ funded / supported by the UGC/ ICSSR/ CSIR or any similar agency.

**Note:**

- (i) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**8. QUALIFICATIONS:**

No person shall be appointed to the post of College teacher, Librarian in any College or in any of institutions (Autonomous or affiliated) recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

**A. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, and Journalism & Mass Communication.**

**1. Assistant Professor: Eligibility :**

- i). A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii). Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :  
*Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.*  
 Colleges subject to the fulfillment of the following conditions :-
  - f) The Ph.D. degree of the candidate has been awarded in a regular mode;
  - g) The Ph.D. thesis has been evaluated by at least two external examiners;
  - h) An open Ph.D. viva voce of the candidate has been conducted;
  - i) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
  - j) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/ SLET/ SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET /SET.

**OR**

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

- iii) A relaxation of 5% shall be allowed at the Bachelor's as well as at the Masters' level for the candidates belonging to Scheduled Caste/Scheduled Tribes/ Other Backward Classes (OBC)/ Differently abled (a). Blindness and low vision; (b). Deaf and Hard of Hearing (c). Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d). Autism, intellectual disability, learning disability and mental illness (e). Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- iv). A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- v). A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- vi). The time taken by candidates to acquire M.Phil and/ or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment

**B). Minimum qualifications for recruitment to the post of College Librarian:**

- (i) Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a library.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:  
*Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-*



- The Ph.D. degree of the candidate has been awarded in the regular mode
- The Ph.D. thesis has been evaluated by at least two external examiners;
- Open Ph.D. viva voce of the candidate has been conducted;
- The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/ funded / supported by the UGC/ ICSSR/ CSIR or any similar agency.

**Note:**

- (iv) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (v) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**C. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**

**I. Assistant professor Eligibility.**

- i). Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from Indian or Foreign universities.
- ii). Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges*

*Institutions subject to the fulfillment of the following conditions:*

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- iii). The candidate has presented at least two research papers based on his/her
  - e) Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

**Note 1:** *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note 2:** The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

**9. Pay Scales, Pay Fixation, and Age of Superannuation shall be 62 years of Age.**

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

- (i) Subject to the availability of vacant positions and fitness, teachers such as Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned college and Institution, with an extension of up to 5 years basing on commendable academic performances and proven research contributions. *Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

A three member Screening Committee will be constituted from the rank of Professors, one from Nagaland University and two from Central Universities.

**10. The date of implementation of the revision of pay shall be 1<sup>st</sup> January, 2016**

**11. Character:**

A candidate shall produce before the Commission a certificate of good character from:-

- a). The Principal or Academic Officer of the University or College in which he/she last attended.
- b). Two responsible persons (not related to the candidate) who are well acquainted with the candidate.

**12. Physical Fitness**

A candidate should be of sound health both mentally and physically and be free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties. A candidate for direct recruitment shall be required to undergo medical examination before final appointment to the service.

**13. Disqualification for Appointment**

- i). No person shall be qualified for appointment to the service unless he is a citizen of India
- ii). No person who has more than one spouse living shall be eligible for appointment to the service.  
Provided that if any person after joining the service under these rules marries again when the first spouse is living and divorce or separation has not taken place, he/she shall be immediately discharge from the service unless the Govt. is satisfied that such marriages is permissible under the law applicable to such person.
- iii). Candidates who already in Govt. service or in the service under Statutory Bodies shall not be appointed unless Release Certificate or No Objection Certificate from the Govt. or the Employer is furnished.
- iv). No person shall be pointed to the service whose character and antecedents are adversely reported upon by a competent authority.
- v). No persons who attempts to enlist support for his candidature. Directly or indirectly, through any recommendation, either written or oral shall be appointed to the service.

**14. Penalty for Misconduct:**

A candidate who is or has been declared by the Commission guilty of impersonation or of submitting a fabricated document which has been tempered with or of making statement which is incorrect or false or of suppressing materials, information's, or otherwise resorting to any unfair means to gain admission to the examination/ interviews, in addition to rendering himself/herself liable to criminal



prosecution shall:

- i). be debarred permanently or for a specific period.
- a). by the Commission from admission to any examination or appearance at any interview held by the Commission for any appointment.
- b). by the govt. from any employment under the Govt.
- ii). be liable to disciplinary action under appropriate rules, if he is already in the service under the Govt./PSU

#### 15. Appointment to the Service

- i). All appointments to the service shall be made by the appointing authority and shall be duly notified.
- ii). A person appointed under Rule 5 (i) (a) shall join within 30 days from the date of receipt of the order of offer of appointment failing which shall not exceed two months, the appointment shall be cancelled.
- iii). Appointments under Rule 5 (i) (a) shall be in the order of the merit list prepared and forwarded by the Commission.
- iv). Appointments under Rule 5 (i) (a) shall be in the order of names as appeared in the select list prepared by the committee under Rule 17(i).

#### 16. Posting

- i) No members shall be eligible for transfer prior to the completion of 5 years in the initial place of appointment.
- ii) In subsequent transfers, every member will have to complete 5 years before seeking any transfer.

#### 17. Procedure of Recruitment by Promotion/Placement

- i). Before the list of eligible candidates is placed before the DPC, screening Committee comprising of the following members shall verify the API scores, assess the fitness of the candidates, check the relevant documents and make its recommendations:-
  - a). Director, Higher Education, Convener
  - b). Concerned Principal
  - c). HOD of the concerned subject
  - d). Two subject experts from Nagaland University
- ii). Along with the list, the Department shall prepare and send the following papers/documents to the chairman and members of DPC:-
  - a). A statement showing the number of vacancies to be filled up by promotion during the recruitment year.
  - b). A list of eligible officers to be considered for promotions/placement along with the latest seniority list. The list shall contain at least three times the number of vacancies in the case of the post to be filled up.
  - c). The API and PBAS in respect of all the officers in the list
  - d). the representations of the individual officers, if any, against adverse entries in the API & CAS along with the comments of the Reviewing Officer and the Accepting Authority; and
  - e). Integrity Certificate together with Vigilance Clearance.
- iii) On receipt of the documents specified in sub rule (i) by the Commission, and after such clarifications as may be required, the Committee shall meet and prepare based on the principle of merit-cum-seniority, a 'Select List' of officers in order of preference equal to the number of the vacancies or anticipated vacancies to be filled by promotion during the recruitment year.
- iv). Whenever a junior candidate is recommended for promotion/placement in

preference to a senior one, the committee shall record in writing the reason for doing so.

- v). In the event of vacancy meant for promotion having filled up on officiating basis by the appointing authority before the sitting of the DPC, the Committee shall decide and recommend whether the officiating promotion is to be regularized or whether the officer officiating shall be reverted, indicating, the date from which such officiating promotion may be regularized or reverted. The DPC shall indicate its recommendations for filling up the post.
- vi). In the case of officers, included in the list for consideration by the DPC, against whom disciplinary proceedings are pending, contemplated or a punishment order is in force, and in the case of officers whose representations against adverse entries in the APARs are pending, 'the sealed cover' procedure as followed in respect of Central Govt. officers shall be followed.

#### **18. Maintaining of Seniority:**

- i). The seniority for promotion to the post of Director and Additional Director in the Directorate shall be determined in order of the inter-se seniority maintained from Associate Professor Stage 4 (Academic Level 13 A) on wards.
- ii). Except for promotion to the post of Director and Additional Director in the Directorate, seniority in colleges shall be determined by the placement on the basis of CAS.
- iii). A member who have foregone/declined promotion/placement offered to him/her at any level/point of time shall automatically forgo their rights for further promotion thereafter.

#### **19. Training:**

Every officer to be eligible for promotion to the next higher grade must successfully complete the training courses that may be prescribed by the Government from time to time and also pass the examinations at the end of such training courses. If any officer fails to attend such training courses in spite of being nominated by the Govt. for such training courses, he/she shall render himself/herself liable to be superseded by his juniors who had attended such courses and passed the examinations.

#### **20. Appointing Authority**

The Governor shall be the appointing authority for all posts included in the service.

#### **21. Recognized Degree**

The recognized degree will be that granted by a University recognized by the University Grants Commission (UGC)/ AICTE

#### **22. Directorate**

##### **A.Placement to Director:**

Appointment from amongst the Additional Director/Senior most Professor or Associate Professor on the basis of Merit-cum seniority.

##### **B.Placement to Additional Director:**

- i). Senior most Professor or Associate Professor based on merit cum service seniority preferably with an administrative experience as Principal / Joint Director/ Vice Principal/ HoD of Departments in colleges .

##### **C. Selection of Director/Additional Director shall be done by a Selection Committee set up by the State Government with the following members:**

- i). Chief Secretary of the State as Chairman.
- ii). Secretary in charge of the Department of Higher Education as Member Secretary.
- iii). An Officer not below the rank of Joint Secretary from P&AR ,Govt. of Nagaland as member.

- D. The Department shall prepare the list of 3 (three) senior most eligible candidates basing



on merit cum seniority and submit to the Selection Committee for selection of Director /Additional Director .

**23. Power to Relax:**

Where undue hardship is likely to be caused to any person by the application of any of these rules, the Governor shall have the power to relax the application of that rule in respect of that person for good and sufficient reason which shall be without prejudice to the interest of any other member of the service.

**24. Miscellaneous:**

Except as provided in these rules, all matters relating to pay, allowances, leave, pension, discipline and any other conditions of service not specifically provided for in these rules, shall be regulated by general rules. Regulations and order issued under Article 309 of the Constitution of India or continued to be in force under Article 372 of the Constitution governing such matters.

**25. Interpretation:**

Any questions or doubt arising out of the interpretation of these rules shall be referred to the Govt. whose decision thereon shall be final.

**26. Departmental Promotion Committee**

- i). All recruitment through placement /promotion from a lower grade of the service under Rule 5(i) (b) shall be done through a Departmental Promotion Committee consisting of the following members:-

Sl. No	Person	Function
1.	Chairman of the Commission	Chairman
2.	One nominated member by the Chairman of the Commission	Member
3.	Chief Secretary or a senior Secretary appointed by the Chief Secretary	Member
4.	Secretary in charge of Department of P&AR	Member
5.	Secretary in charge of Department of Higher Education	Member
6.	Director of Higher Education	Member Secretary

- ii). He/She Director shall not, however be a member of the committee for the purpose of preparation of the select list for recruitment to the post of Director, in which event, the Secretary of the Department of Higher education shall become the member Secretary.

**27. Designation of College Teachers**

- i). There shall be only three designations in respect of teachers in the college, namely Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of College librarian at various level.
- ii). No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a PhD and satisfies other academic conditions as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as Professors.
- iii). National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant professor, subject to the exemptions of the degree of PhD in respect of those persons obtaining the award through a process of registration, course work and external evaluation, and have been or may be laid down by the UGC through its regulations. NET shall not be for such master's programmes in disciplines for which there is no NET.

**28. Fixation of Initial Pay:**

- i). The initial pay of a member of the service recruited under Rule 5 (i) (a) shall be fixed at the minimum of the pay band and academic grade pay attached to the post unless, under the Fundamental Rules and Supplementary Rules or under any other rules governing the fixation of his pay for the time being in force in the State.
- ii). The initial pay of a member of the service recruited under Rule 5 (i) (a) shall be fixed in accordance with the rule in force for the time being in this regard.

**29. Incentives for Ph.D./M.Phil. and other Higher Qualification**

(A).

- i). Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii). M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii). Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv).
  - a). Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course, evaluation etc.
  - b). However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v). In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi). Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii). Teachers who acquire M.Phil. Degree or a post-graduate degree in a



professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment.

#### **B. College Librarians:**

- i). Five compounded increments shall be admissible to College Librarians who are recruited at entry level with PhD degree in the discipline of library science from a University complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of PhD in library science.
- ii). A college Librarian acquiring the degree of PhD at any time while in service, in the discipline of library science from a University complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation shall be entitled to 3 non-compounded advance increment.
- iii). However persons in post of college Librarian or higher positions who have already been awarded PhD in library science at the time of coming into force of UGC Regulations or having already undergone course work as well as evaluation, if any and only notification in regard to the award of PhD is awaited, shall also be entitled to 3 non-compounded increments even if the university awarding such PhD has not yet been notified by the UGC as having complied with the process prescribed by the UGC.
- iv). In respect of every other case of persons in the posts of College Librarians or higher positions who are already enrolled for PhD shall avail the benefit of 3 non-compounded increments only if the university awarding the PhD has been notified by the UGC to have complied with the process prescribed by the UGC for the award of PhD in respect of either course-work or evaluation or both, as the case maybe.
- v). College Librarians and others in higher positions in service who have no yet enrolled for PhD shall therefore derive the benefit of 3 non-compounded increments on award PhD while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- vi). Two non-compounded advance increments shall be admissible for College Librarians with M.Phil degree in library science at the entry level, Assistant Librarian/ College Librarians and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment.

#### **30. Period of Promotion :**

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position.

If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

### 31. Period of Probation shall follow State Rules.

### 32. Teaching Days:

Then Colleges must have at least 180 teaching, 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, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If a college adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:-

Categorisation	Number of weeks: 6-days a week pattern		Number of weeks: 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations and Preparation for Examinations	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

### 33. Workload:

The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.



**34. The Assessment of the performance of College teachers for the CAS promotion is based on the following criteria**

**(A).**

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts,
- ii. **Conducting examinations for internal assessment** as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- iii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iv. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

**B. Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The college teachers shall submit to college an annual self-appraisal report in the prescribed Proforma to be designed based on **Tables 1 to 5 of Appendix II**. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge/ IQAC etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

**Step:2:** After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

**Step 3:** A CAS Promotion shall be granted as mentioned in **Clauses 6.4** of these regulation

**C. Assessment Criteria and Methodology:**

- (a) **Tables 1 to 3 of Appendix II** are applicable to the selection of Assistant Professors / Associate Professors / Professors in Colleges;
- (b) **Table 4 of Appendix II** is applicable to Assistant Librarians/ College Librarians for promotion under Career Advancement Scheme; and The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, **either through direct recruitment or through Career Advancement Scheme**, shall be in accordance with these Regulations.

The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have

already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations.

*This option can be exercised only within three years from the date of notification of these Regulations.*

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- II. The Selection Committee specified by the Commission shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor and from Associate Professor to Professor and for equivalent cadres.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening Committee", following the criteria laid down in Table I of Appendix II.
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the College on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The Department, shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
  - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII. Regarding the cases pending for promotions from one Academic level/Grade pay to another Academic Level/Grade Pay under the Career Advancement Scheme



provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers in Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/ Grade Pay to another Academic Level / Grade Pay as per the following:

- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

**OR**

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers in colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers in Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers in Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers in Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

**Note:** There shall be no minimum API score requirement for Category II and Category III individually.

**TABLE-B**

**(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

S.No		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and	20/assessment	50/assessment	45/assessment	60/assessment

	Academic contribution (Category III)	period	period	period	period 2 Expert
2.	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Table-D**  
**(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

Sl. No		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade / Deputy Librarian) (Stage 3/AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1.	Research and Academic contribution (Category III)	20/assessment period	50/assessment Period	45/assessment period
2.	Expert assessment system	Screening Committee	Selection Committee	Selection Committee

ii. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31<sup>st</sup> December, 2018.

**35. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS:**

*The date of eligibility shall determine the date of placement /promotion in the list of seniority and with no retrospective effect.*

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in UGC Regulations.

**B. Career Advancement Scheme (CAS) for Colleges teachers:**

**1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:** Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LL.M, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D. / M.Phil. / PG Degree in Professional courses.

- Attended one Orientation course of 21 days' duration on teaching methodology; and
- Any one of the following, completed one Refresher/Research Methodology Course

**OR**

Any two of the following Workshop, Syllabus Up-gradation Workshop, Training – Teaching – Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.

**OR**

Completed one MOOC's course (with e-certification) or development of e-contents



in four-quadrants / MOOC's course during the assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

**II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):**

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/ Research Methodology course/ Workshops/ Syllabus Up Gradation Workshop/ Teaching- Learning- Evaluation/ Technology Programmes / Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i). The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in **Appendix II, Table 1**) and
- ii). The promotion is recommended by the Screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development

of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

**IV. Associate Professor ( Academic Level 13A ) to Professor (Academic Level 14)**

**Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

**C. Career Advancement Scheme (CAS) for Librarians Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

**1. From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):**

**Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience,

having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii). Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian College Librarian may be promoted if;

- a) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4,



and

- ii) The promotion is recommended by a screening-cum-evaluation committee.

**36. College Principal and Professor (Professor's Grade):**

**A. Eligibility:**

- (i). Ph.D. degree
- (ii). Professor/Associate Professor with a total service/ experience of at least (15) fifteen years of teaching/research experiences.
- (iii). A minimum of 10 research publications in peer-reviewed or UGC-listed journals/ Books, chapters in books in local & regional publications.
- (iv). A minimum of 110 Research Score as per **Appendix II, Table 2**

**B. Tenure:**

- i) A College Principal shall be appointed on tenure post for a period of 5 (five) years, further extendable by a period of 5 (five) years, subject to performance assessed by committee appointed by the Government.
- ii) If the performance of the Principal is not satisfactory, the State Government shall have the authority to revert him/her to the original post before the expiry of 5 (five) years term.
- iii) The tenure of principals will be college specific and not transferable for the first tenure.
- iv) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

**37. Vice Principal**

An existing senior faculty member may be designated as Vice-Principal by the Government on the recommendation of the Principal, who can be assigned specific activities, in addition to his/her existing teaching responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

**38. DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE**

**1. DUTY LEAVE:**

- i). Duty leave up to 30 days in an academic year may be granted for the following purposes:
  - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university/College;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the

amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

## II. STUDY LEAVE:

- i). The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardees' shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii). A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Government, if so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii). The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/ (other than as Associate Professor or Professor of College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- iv). The study leave shall be granted by the Government on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Government is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College/Institution.
- v). *After the completion of study leave, the teacher shall report back to the original college and shall continue to serve the college for at least three years and no transfer will be permitted during that specific period of time.*
- vi). The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vii). The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- viii). The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the



earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

- viii). No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short- fall as Extra-Ordinary leave has been obtained.
- ix). Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x). The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi). The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii). A teacher -who is unable to complete his/her studies within the period of study leave granted to him/her or who fails to rejoin the services of the college on the expiry of his/her study leave or who rejoins the service of the college but leaves the service without completing the prescribed period of service after rejoining the service or who, within the said period, is dismissed or removed from the service shall be liable to refund, to the **State Government**(College/Institution), the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

- i). If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.  
Notwithstanding the above provision, Government may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Government may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.
- ii). After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the Department of Higher Education through College/Institution, binding himself/herself for



- the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- iii). The teacher on study leave shall submit to the Director Higher Education six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Director within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Director within the specified time, the payment of leave salary may be deferred till the receipt of such report.
  - iv). The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Department and College/Institution.
  - v). With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.
  - vi). *For extension of study leave, the Scholar should furnish a certificate and progress report from his/her research supervisor countersigned by the HOD of the Department in the University.*

### III. Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Government may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the



increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the college on the expiry of his/her leave.

**39. Other kinds of Leave Rules for Permanent Teachers of the Colleges, shall be as per the State Government Rules.**

**40. Repeal and saving**

The Nagaland Higher Education Service Rules, 2015 as amended /reviewed are hereby repealed.


Provided that all orders made or actions taken under the Rules so repealed shall be deemed to have been validly made or taken.

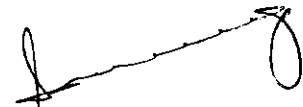
By order and in the name of Governor of Nagaland.

 19.07.19


(DINESH KUMAR, IAS)

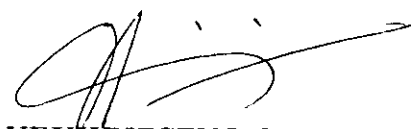
Commissioner & Secretary to the Government of Nagaland.

  
(DR. I. ANUNGLA AIER)  
Director  
Higher Education

  
(MENUOKHOLIE KIRE)  
Joint Director  
Higher Education

  
(WEYNITSO KAPFO)  
President Teachers Association  
Kohima Science College (Autonomous) Jotsoma

  
(LILY ANGAMI)  
President  
All Nagaland College Teachers  
Association (ANGTA)

  
(DR. KEKHRIESENSO CHRISTINA)  
General Secretary  
All Nagaland College Teachers Association (ANGTA)

**Nagaland Higher Education Service Rule 2019**  
**Schedule – 1**  
**(See Rule No.4&5)**

<i>Sl. No</i>	<i>Grade</i>	<i>Basic Pay</i>	<i>Level</i>	<i>No. of Post</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>6</i>
1	Professor Grade			
	i). Director	Rs.144200.00	14	1
	ii) Additional Director	Rs.144200.00	14	1
	iii).Principals of Colleges	Rs.144200.00	14	15
	iv).Professors in Colleges	Rs.144200.00	14	10% of the total number of Associate Professor in the colleges under Higher Education
2	Associate Prof. Grade			
	• Joint Director	Rs.131400.00	13 A	3
	• Associate Prof. in Colleges	Rs.131400.00	13 A	
3.	Assistant Professor Grade			
	• Assistant Prof/Deputy Director Stage -3	Rs.79800.00	12	
	ii). Assistant Prof/Stage- 2	Rs.68900.00	11	
	iii). Assistant Prof/ Stage- 1	Rs.57700.00	10	



# Nagaland Higher Education Service Rule 2019

## Schedule – 11 (See Rule No.5.ii)

Sl. No	Grade & name of the Post	Basic Pay	Percentage to be filled by direct recruitment /Placement/promotion		Qualification, eligibility & other conditions for recruitment, Placement, promotion
			Direct recruitment	Place ment/Promotion	
1	2	3	4	5	6
1	Professor Grade				
	i).Director	Rs.144200.00	Nil	100%	Appointment from amongst the Additional or senior most Professors or Associate Professors basing on merit cum seniority ( <i>Having Administrative Experiences</i> )
	ii). Additional Director	Rs.144200.00	Nil	100%	Appointment from amongst the Professors or Associate Professors based on Merit cum Seniority preferably with Administrative experience as Principal/Joint Director/Vice Principal and HoD's of Departments in colleges.
	iii).College Principal	Rs.144200.00	NIL	100%	
	iv). Principals of B.Ed Colleges	Rs.144200.00	NIL	100%	<p>i).</p> <p>a. Selection from amongst Associate Professors with Ph.D with a total service/ experience of at least 15 (fifteen) years teaching/research experiences.</p> <p>b. A minimum of 10 (ten) Research Publications in peer-reviewed or UGC listed journals/books chapters in books in local &amp; regional publications.</p> <p>c. A minimum of 110 Research Score as per Appendix 11 table 2.</p> <p>ii). Appointment shall be on Tenure basis – shall be appointed as Principal for a period of 5(five) years, extendable by another period of 5 (five) years, subject to performance assessed by a screening committees appointed by the Government.</p> <p>iii). After completion of his/her tenure as Principal, the incumbent shall join back his parent Institute with the designation as Professor in the grade of Professor.</p>
	Professors in Colleges	Rs.144200.00			<p>i. Associate Professor who have completed three years service in Academic Level 13 A.</p> <p>ii. A Ph.D degree in subject relevant/allied/relevant discipline</p>

					<p>iii. A minimum of 10 Research Publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. A minimum of 110 Research Score as per <b>Appendix II, Table 2.</b></p> <p><b>CAS Promotion Criteria:</b></p> <p>i. If he/she gets 'satisfactory' or 'good' grade in annual performance assessment reports of at least two of the last three years of assessment period, as per <b>Appendix II, Table I</b> and at least 110 research score as per <b>Appendix II, Table 2.</b></p> <p>ii. Promotion to the post of professor is recommended by selection committee constituted in accordance with these Regulations.</p>
2	<p>Associate Professor Stage- 4</p> <p>i. Joint Director</p> <p>ii. Associate Professor in Colleges</p> <p>iii. Librarian (Academic Level 13 A)</p>	Rs.131400.00	NIL	100%	<p>i). Who have completed three years of service as Assistant Professor Stage 3 (in Academic Level 12/Selection Grade).</p> <p>ii). A Ph.D degree in subject relevant/allied/relevant discipline.</p> <p>iii). Any one of the following during the last three years:</p> <p>completed one course/ programme from amongst the categories of refresher Courses/ Methodology Workshop/ Syllabus Up-Gradation Workshop/ Teaching- Learning- Evaluation Technology Programme /Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration): or completed one MOOCs course (with e-certification): or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during period of assessment.</p> <p><b>CAS Promotion Criteria:</b></p> <p>i. he/she gets satisfactory or good grade in annual performance assessment reports of at least two</p>



					of the last three years of assessment period as prescribed in <b>Appendix II, Table I</b> and ii. the promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.
3	Assistant Professors Stage -3 i. Deputy Director ii. Assistant Professor. iii. Librarian stage -3. (Academic Level-12)	Rs. 79800.00	NIL	100%	<p>i). Assistant Professor who have completed five years service in Academic Level 11/Senior scale.</p> <p>ii). Any two of the following in the last five years of Academic Level-11/Senior Scale: Completed courses/ programmes from among the categories of refresher Courses/ Research Methodology Course/ workshops/ syllabus Up gradation Workshops/ Teaching-Learning-Evaluation/Technology Programmes / Faculty Development Programme / of a t least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards conducting of a MOOCs course during the period assessment.</p> <p><b>CAS Promotion Criteria:</b> A teacher shall be promoted if:</p> <p>i. He/she gets 'satisfactory' or 'good' grade in annual performance assessment reports of at least four of the last five years of assessment period (as prescribed in <b>Appendix II, Table I</b> and</p> <p>ii. The Promotion is recommended by the screening-cum-evaluation committee.</p>
	Assistant Professor Stage -2/College Librarian Stage-2 (Academic Level 11)	Rs. 68900.00	NIL	100%	<p>i). Assistant Professor in Stage 1 (Academic Level 10) with four years of service and having Ph.D degree of 5 years of service having M.Phil / PG degree in Professional Courses, such as LLM, M.Tech, M.Vsc., M.D or six years of service for those without Ph.D/ M.Phil /P.G Degree in Professional Courses.</p> <p>ii) Attended one Orientation course of 21 days duration on teaching</p>

					<p>methodology.</p> <p>iii). Complete any one of- Refresher/Research Methodology Course <b>OR</b> any two of the- Workshop, Syllabus Up-gradation Workshop, Training-Teaching-Learning Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration <b>OR</b> completed one MOOCs course (with e-certification) or development of e-contents in four -quadrants/MOOCs course during assessment period.</p> <p><b>CAS Promotion Criteria:</b> A teacher shall be promoted if:</p> <p>i). He/she gets 'satisfactory' or 'good' grade in annual performance assessment reports of at least three/four/five of the last four/five/six/ years of assessment period as the case may be, as specified in <b>Appendix II, Table I</b> and</p> <p>ii). The Promotion is recommended by the screening-cum-evaluation committee.</p>
	Assistant Professor Stage - 1/College Librarian Stage-I (Academic Level 10)	Rs. 57700.00	100%	Nil	The post shall be filled up by direct recruitment of candidates who poses the qualifications prescribed under <b>Rule 7/8&amp;9</b>

### APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017)
Appendix II	<b>Assessment Criteria and Methodology</b> Table 1 to 3 - For College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc.



## Appendix I

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THE GAZETTE OF INDIA: EXTRAORDINARY

[PART III—SEC. 4]

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher education  
University-2 Section

Shastri Bhavan, New Delhi  
Dated 8 November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

- 2. The rest of the content of the above order remains the same.

K. K. Tripathy  
(Dr. K.K. Tripathy) 8/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
5. Secretary, Department of Expenditure, North Block, New Delhi
6. Secretary, Department of Personnel & Training, North Block, New Delhi
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

## Annexure-I

## Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,000	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,900		

K. K. Tufanki  
dt-10

Pay Band (Rs.)	15,600-39,100			37,400-67,000	67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100	
19	98,200	1,17,200	1,35,700		
20	1,01,100	1,20,700	1,39,800		
21	1,04,100	1,24,300	1,44,000		
22	1,07,200	1,28,000	1,48,300		
23	1,10,400	1,31,800	1,52,700		
24	1,13,700	1,35,800	1,57,300		
25	1,17,100	1,39,900	1,62,000		
26	1,20,600	1,44,100	1,66,900		
27	1,24,200	1,48,400	1,71,900		
28	1,27,900	1,52,900	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

K. K. Tufanki  
dt-11



## Appendix II

Table 1

## Assessment Criteria and Methodology for University/College Teachers

Sl.No	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peerreviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities
<p><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.  Or  <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

**Table 2**  
**Methodology for College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. No	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	8 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by :</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	Editor of Book by State Publisher	05	05
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-Book	10	10
4.	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted



	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	Local / Regional	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
	State	04	04
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co Supervisor.

Supervisor and Co-supervisor, both shall get 7 marks each.

- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.

Research Publication-10

Teaching Experience- 10

(D) Score shall be valid for appointment in respective State SLET/SET Colleges/ Institutions only

**Table 4**

**Assessment Criteria and Methodology for Librarians**

S.No	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>Assistance towards updating institutional website</li> </ul>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing Books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	(i) Digitisation of books database in	Good : Involved in any two activities



	<p>institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		