CENTRAL SANSKRIT UNIVERSITY
केन्द्रीय संस्कृत विश्वविद्यालय
(Established by an Act of Parliament, 2020)

|Under Ministry of Education, Govt. of India|

(संसद के अधिनियम, 2020 द्वारा स्थापित)

नई दिल्ली / New Delhi -110 058

दिनांक: 09.01.2026

अधिसूचना / NOTIFICATION

It is notified for information of all concerned Faculty and Other Academic staff of the University, who fulfil all the requirements under the CAS of UGC and consider themselves eligible for promotion under CAS, **may submit their application till 31.01.2026**, through the SAMARTH ONLINE PORTAL of Central Sanskrit University's link https://sanskrit.samarth.ac.in/. However, the details are also available in the Central Sanskrit University's website under Staff Corner. Further, in accordance with the UGC Regulations, 2018, faculty members whose eligibility date for promotion falls within three months from the date of issuance of this notification shall also be permitted to apply under CAS.

The applications must be supported by all credentials as per the Assessment Criteria and Methodology Guidelines set out in UGC regulations on Minimum Qualifications for the Maintenance of Standards in Higher Education, 2018. Such applications/candidate details are required to be updated in VIDWAN PORTAL also. The web portal of SAMARTH will remain open during the entire year for submission of CAS application.

In a special case in this cycle the applications received upto the date of Screening Committee may also be considered by the university for taking up the completed applications submitted by the faculty and other academic staff on SAMARTH PORTAL & VIDWAN PORTAL for promotion and accordingly will conduct CAS proceedings for promotion in respect of eligible candidates.

After submission of applications through online, the applicants shall forward **the hard copy of online submitted application in SAMARTH PORTAL as well as VIDWAN PORTAL and other credentials including one set of their publications, etc., to the Registrar, Central Sanskrit University, Delhi within 15 days** from the submission of online application. Upon receipt of the hard copy of online submitted application alongwith necessary documents, the university shall initiate the process for promotion under CAS. In the absence of submission of the hard copy, the application shall not be processed, and such cases shall not be considered for CAS promotion in the current cycle.

The Faculty and Other Academic Staff shall refer to Guidelines/Instructions contained in **Annexure – I "GENERAL INSTRUCTIONS FOR CAS APPLICANTS"**, attached to this Notification.

This is issued with the approval of the Competent Authority.

(प्रो. रा.गा. मुरली कृष्ण / Prof. R.G. Murali Krishna)

कुलसचिव (प्र.) / Registrar (I/c)

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित/**Copy for information and necessary action:**

1. PS to V.C. for kind information of Hon'ble V.C., CSU, Delhi.
2. Registrar's Office.
3. All the Directors of the Campuses of CSU, Delhi with the request to circulate among faculty staff.
4. All Deans of CSU, Delhi.
5. Director IQAC, CSU, Delhi.
6. Finance Officer.
7. Special Officer, Recruitment Cell, CSU, Delhi.
8. Project Officer for uploading in the University's website under 'Campus Corner' as well as 'Staff Corner'.
9. Deputy Director (Administration).
10. Guard File.

GENERAL INSTRUCTIONS FOR CAS APPLICANTS

1. The concerned members of Staff shall refer to the UGC Regulations, 2018 and its amendments from time to time, available in CSU website www.sanskrit.nic.in under 'Staff Corner' regarding their eligibility and must ensure that they have submitted the prescribed API criteria based PBAS Proformas pertaining to the concerned periods. Application with wrong API Criteria based PBAS Proforma, will be summarily rejected and such cases will not be eligible for consideration.

2. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the effective date of promotion will be from that of completion of minimum period of eligibility. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of his/her application fulfilling the eligibility criteria. In case, a candidate does not succeed in the first assessment, he/she shall has 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 postponed by one year from the date of rejection, as per UGC Regulations (Third amendment), 2023 dated 31.07.2023.

3. Application/documents/publications received not as per the concerned API formats, and also after the cut-off date will not be entertained, in that particular assessment. However, such applications will be considered in future assessments.

4. Criteria, Methodology and Proforma, based on UGC Regulations alongwith illustrations are available in CSU's website: www.sanskrit.nic.in under Staff Corner.

5. API/ Research scores shall be considered on the basis of submission of Publications and documentary proof as per UGC Regulations and amendments, as applicable.

6. As per UGC Regulations, 2018 notified by the UGC, the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations.

7. As per UGC Regulations, 2018, for the Purpose of assessing the grading of activity, all such periods of duration which have been spent by the applicants 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 applicants 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 applicants. The applicants on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence for 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 University.

8. Before filling the application form the applicant faculty members are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.

9. The applicants should submit his/her application through SAMARTH PORTAL under University website and as well as in VIDWAN PORTAL also. A proof regarding

the details filled in VIDWAN PORTAL are required to be enclosed alongwith the hard copy of the ONLINE submitted application.

10. Further, it is clarified that publication details such as magazine front page, ISSN/ISBN detail, year of publication, Index and full Publication should be submitted. In case of Publication of book, full book/partial pages are to be uploaded in PDF while submitting application through ONLINE and hard copy of the full book is to be submitted alongwith other essential documents.

11. For promotions upto Level-12, one set of hard copy of the necessary documents is to be submitted and for the promotions from Level-13A to Level-15, two sets of Hard copies of necessary documents & publications, should be submitted through proper channel.

12. Further, year by year assessment of the Director to be submitted in the prescribed form attached herewith as per UGC Regulations, 2018.

13. In case Refresher Course or Orientation Course has been attended and completed after due date of the promotion, then such information/detail should be indicated in request letter submitted through proper channel. In case the certificates of RC/OC or any other courses had already been submitted for previous promotion level assessment and re-submitting the same for claiming for present higher-level promotions, then disciplinary action as per CCS (CCA) Rules, will be initiated by the University against such applicant.

14. Confidential Reports of the applicants for all the assessment years are to be submitted by the Director alongwith the application form of concerned candidate.

15. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

16. Applicants shall also submit the following along with the application form.
    i) Copy of Time-Table
    ii) Copy of Duty Leaves/Regular Leave Sanction order, Permission letter of attending Refresher Course/ Orientation Course/ Seminars/ Workshops, etc.
    iii) No. of Modules be mentioned for claiming score of development of e-learning delivery process materials.

17. GOI/MHRD/DOPT/UGC's Regulations and subsequent amendments from time to time and endorsed by UGC/MHRD will be considered for eligibility, filling up the applications, calculating API / Research scores, determining experience, etc. by staff hereafter.

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Certificate

Certified that Mr./Ms./Dr……………………………………………………has been working as……………………………… in the department of ……………………………… since…………………………The particulars given in this application have been checked and verified from the office records and are found to be correct. Further as per academic performance his/her teaching and activity performance in the particular year is as follows –

Part –B (Section-1)

Activity 1: Teaching- *(to be filled by Director of the Campus)*

Assessment Year	Grading (Good/Satisfactory) *[Grading Criteria -* 80% & above - Good / Below 80% but 70% & above-Satisfactory / Less than 70% - Not satisfactory

Activity 2: Involvement in Students Related Activities/ Research Activities
(to be filled by Director of the Campus)

Assessment Year	Grading (Good/Satisfactory) *[Grading Criteria -* Good - Involved in at least 3 activities / Satisfactory - 1-2 activities / Not-satisfactory - Not involved / undertaken any of the activities / Note: Number of activities can be within or across the broad categories of activities

Signature with date and seal by the Campus Director

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Remarks of the HoD/Dean on Punctuality and Conduct of the Applicant

Signature with date by HoD/Dean