



# Dr. Y. S. R. HORTICULTURAL UNIVERSITY

Administrative Office :: Venkataramannagudem - 534 101  
Tadepalligudem, West Godavari District

Cir.Memo.No.3888/Ser(T)/2019

Dt. 29-01-2020

Sub: Dr.YSRHU - Teaching Estt. - CAS Regulations, 2016 - Awarding various higher stages to the Teachers of Dr.YSRHU under Career Advancement Scheme - Applications - Called for - Regarding.

- Ref:
1. G.O.Ms.No.14, dt. 13-02-2019 of Higher Education (UE) Dept, Govt. of AP.
  2. This Office Proc.No.4598/Ser(T)/2018, dt. 28-02-2019
  3. This Office Proc.No.3888/Ser(T)/2019, dt. 10-12-2019
  4. Note orders dt. 04-01-2020 of Hon'ble Vice-Chancellor, Dr.YSRHU.

-: :-

All the Associate Deans of Colleges of Horticulture, Principals of Horticultural Polytechnics and Heads of Research Stations/KVKs/Schemes are requested to bring the contents of this Circular Memo to the notice of all the Teaching Staff working under their control, those who have completed the required period of service (i.e., eligibility period) by **31-12-2019** for placement in Assistant Professor (Senior Scale) (Academic Level-11), Assistant Professor (Selection Grade) (Academic Level-12), Associate Professor (Academic Level-13A), Professor (Academic Level-14) and Professor to Professorship (Academic Level-15) as per Career Advancement Scheme Regulations 2016 and they may be informed to send filled in application forms in the prescribed proforma communicated with this Circular Memo in Part-II in five sets through proper channel.

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

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

The Associate Deans of Colleges of Horticulture, Principals of Horticultural Polytechnics and Heads of Research Stations/KVKs/Schemes are therefore requested to certify the service particulars and details of leave availed by the candidates duly verifying the same comparing with their Service Registers and **certify the correctness of the particulars furnished in the application in the prescribed proforma communicated and forward the same with their endorsement to the University on or before 25-02-2020.**

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

PTO

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

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

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

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

The candidates who are eligible for award of CAS benefits as on 31-12-2019 by counting study leave period and service rendered as Instructor cadre may also apply.


The application forms in the prescribed proforma can be downloaded from the Dr.YSRHU website [www.drysrhu.edu.in](http://www.drysrhu.edu.in).

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

K.GOPAL  
REGISTRAR

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

// f.b.o. //

  
SUPERINTENDENT (FAC) 29/11/20