

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
Hyderabad, Telangana – 500 007

No. EFLU/RO/2026/1400

Date: 31 August 2026

NOTIFICATION

CAREER ADVANCEMENT SCHEME (CAS) FOR PROMOTION/ UPGRADATION OF TEACHERS

The English and Foreign Languages University invites applications from eligible teachers for promotion/ upgradation under the Career Advancement Scheme (CAS), in the prescribed proforma available on the University's Samarth portal, in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, as amended from time to time, and the applicable Statutes, Ordinances, Regulations and rules of the University.

The CAS application shall be filled and submitted online on the University's Samarth portal. Post submission online, the duly filled application shall be downloaded and submitted as a hard copy along with the necessary enclosures as indexed in the application for necessary action.

1. STAGES OF PROMOTION UNDER CAS

Eligible teachers who fulfil the prescribed eligibility requirements as on **30 September 2026** may submit applications for promotion/upgradation under the following stages of the Career Advancement Scheme:

- i. Assistant Professor, Academic Level 10 to Assistant Professor, Academic Level 11
- ii. Assistant Professor, Academic Level 11 to Assistant Professor, Academic Level 12
- iii. Assistant Professor, Academic Level 12 to Associate Professor, Academic Level 13A
- iv. Associate Professor, Academic Level 13A to Professor, Academic Level 14
- v. Professor, Academic Level 14 to Senior Professor, Academic Level 15

2. DATE OF ELIGIBILITY AND ASSESSMENT PERIOD

2.1 The relevant date of eligibility for promotion shall be determined strictly in accordance with the applicable provisions of the UGC Regulations, 2018, as amended from time to time, and the applicable rules of the University.

2.2 The date of submission of the application shall not, by itself, determine or alter the date of eligibility for promotion.

2.3 Where an applicant does not fulfil the prescribed eligibility requirements, including the prescribed Academic/Research Score, as on the relevant date but subsequently fulfils the requirements, the applicant may indicate the period and date from which eligibility is claimed, subject to the provisions of the UGC Regulations and University rules.

2.4 The assessment period shall be clearly indicated by the applicant in the prescribed application form and shall be verified during scrutiny.

3. APPLICATION AND LAST DATE FOR SUBMISSION

3.1 Eligible teachers shall submit CAS application online on the University's Samarth portal on or before **30 September 2026 by 5.00 p.m.**

3.2 A hard copy of the online submitted form along with all supporting documents (1-set), shall reach the Office of the Registrar on or before **30 September 2026 by 5.00 p.m.**

3.3 The hard copy of the application shall be submitted in a sealed cover clearly superscribed as follows:

"CAS APPLICATION OF _____
FOR PROMOTION/ UPGRADATION FROM ACADEMIC LEVEL _____
TO ACADEMIC LEVEL _____
Department of _____ / School of _____ / Campus _____"

4. DOCUMENTARY EVIDENCE AND INDEXING

4.1 The applicant shall submit documentary evidence in support of all claims made in the CAS application, including claims relating to Academic/Research Score and other prescribed assessment criteria.

4.2 All supporting documents shall be self-attested by the applicant and uploaded in the SAMARTH portal. The same needs to be arranged in the prescribed sequence with a proper index along with the hard copy.

4.3 The Head of the Department/ Coordinator (of the department) concerned shall verify and forward the application on SAMARTH. Where the applicant is the Head of the Department, the application shall be forwarded by the Dean of the concerned School on SAMARTH.

4.5 Endorsement on SAMARTH by the Head of the Department/ Dean shall relate to forwarding and verification of records available with the Department/ School and shall not constitute certification of the applicant's eligibility or entitlement to promotion.

5. SCRUTINY AND VERIFICATION

5.1 All applications shall be subject to preliminary scrutiny and verification by the University on SAMARTH.

5.2 The University reserves the right to seek clarification or additional documentary evidence from an applicant wherever considered necessary.

5.3 Claims which are duplicate, unverifiable, unsupported by documentary evidence or otherwise inadmissible under the applicable UGC Regulations or University rules shall not be taken into consideration.

5.4 The applicant shall ensure that the same publication, research output, academic activity or other contribution is not claimed more than once or under more than one category.

5.5 The responsibility for the completeness, accuracy and authenticity of the information and documents submitted shall rest with the applicant.

6. ACADEMIC/RESEARCH SCORE AND ASSESSMENT

6.1 The Academic/ Research Score and other assessment criteria shall be determined in accordance with the applicable provisions of the UGC Regulations, 2018, as amended from time to time, and the prescribed CAS application proforma.

6.2 The applicant shall claim only those activities and achievements which fall within the prescribed assessment period and are admissible under the applicable regulations.

6.3 Research scores and other claims shall be supported by objectively verifiable documentary evidence.

6.4 The University shall have the right to verify publications, research outputs, academic contributions and other claims submitted by the applicant.

6.5 Research publication/s that are published on or before 30 September 2026 are admissible for consideration by the respective Screening Committee/s.

7. SELECTION COMMITTEE AND PROMOTION

7.1 Eligible applications shall be assessed in accordance with the applicable provisions of the UGC Regulations, 2018, as amended from time to time, and the applicable Statutes, Ordinances and Regulations of the University.

7.2 The Selection Committee for CAS promotion shall be constituted in accordance with the applicable UGC Regulations and the Statutes, Ordinances and Regulations of the University.

7.3 Mere fulfilment of the minimum eligibility requirements or submission of an application shall not confer any right on the applicant to promotion.

7.4 Promotion under CAS shall be subject to recommendation of the duly constituted Selection Committee and approval of the competent authority in accordance with the applicable rules of the University.

8. PROMOTION TO SENIOR PROFESSOR

8.1 Applications for promotion from Professor, Academic Level 14 to Senior Professor, Academic Level 15 shall be considered in accordance with the applicable provisions of the UGC Regulations, 2018, as amended from time to time.

8.2 The eligibility conditions, research/publication requirements, assessment of the prescribed publications, expert review and Selection Committee process applicable to promotion to Senior Professor shall be governed by the relevant provisions of the UGC Regulations and the University rules in force.

9. INCOMPLETE OR DEFECTIVE APPLICATIONS

9.1 Applications which are incomplete or do not comply with the prescribed requirements may not be considered for assessment.

9.2 Where necessary, the University may seek clarification or additional documentary evidence from the applicant.

9.3 Failure to provide the required clarification or documentary evidence within the prescribed time shall render the relevant claim liable to exclusion from assessment.

9.4 Any false, misleading or materially incorrect information furnished by an applicant shall be dealt with in accordance with the applicable rules and regulations.

10. TRANSITIONAL PROVISIONS

Faculty members whose eligibility for promotion is governed by any transitional provision, option or saving provision contained in the UGC Regulations or amendments thereto shall be considered in accordance with the applicable provision.

11. GENERAL

11.1 The eligibility and assessment of each applicant shall be determined with reference to the UGC Regulations, 2018, as amended from time to time, and the applicable Statutes, Ordinances, Regulations and rules of the University.

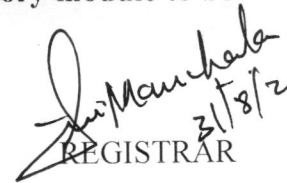
11.2 Applications received under RTI Act – 2005 for information/ clarification or which is relevant in nature to the process of CAS will not be entertained from the parties or third parties.

11.3 In the event of any discrepancy between this notification and the applicable statutory/regulatory provisions, the applicable statutory/regulatory provisions shall prevail.

11.4 The University reserves the right to modify, clarify, withdraw or amend any procedural requirement contained in this notification, subject to the applicable statutory and regulatory provisions.

11.5 The decision of the University regarding scrutiny, eligibility, admissibility of claims and processing of applications shall be subject to the applicable statutory provisions and the decision of the Competent Authority.

Note: The faculty profile provided in SAMARTH Portal is the mandatory module to be filled prior to initiation of the CAS application form.


31/8/2026
REGISTRAR

To:

1. All Deans of Schools/Directors of Shillong and Lucknow Campuses
2. All Heads of Departments, with a request to circulate among the faculty members concerned
3. The Dean, Technology and Information, for uploading the notification on the University website

Copy to:

1. P.S. to Vice-Chancellor
2. P.A. to Registrar
3. Joint Registrar (Administration)
4. Notice Boards
5. File concerned