

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, NEW DELHI-110088**

No. F. 3/19/TE/AD/Part File/Part IV (b)/ 1059


Dated 29/7/2016

**OFFICE ORDER**

The Govt. of NCT of Delhi has considered the recommendations regarding implementation of Qualifications, Pay Scales, Increments, Service Conditions, Career Advancement Schemes (CAS) etc. for the Teachers and other Academic Staff in Technical Institutions (Degree Level) under the control of this department as notified by All India Council for Technical Education (AICTE) vide its Notification No. F.37-3/Legal/AICTE/2012 dated 08.11.2012 (Degree), in continuation of AICTE Regulations, 2010 and along with clarifications issued vide AICTE Notification No. 27/RIFD/Pay Scale/01/2013-14, published in official Gazette of India dated 4<sup>th</sup> Jan 2016. It has been decided by Cabinet decision No. 2373 dated 16/06/2016 to implement the Qualifications, Pay Scales, Service Conditions, Career Advancement Schemes (CAS) etc. in line with above notifications issued for the teachers and other academic staff (Degree level) as per following details:

**1. General:**

- a) These shall apply to technical institutions conducting technical education and such other courses/ programs and areas notified by the Council from time to time.
- b) The clarifications issued vide AICTE Notification dated 4/01/2016 are applied from the date of issue of respective AICTE notifications or as specified in the notification dated 4/01/2016.

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- c) Any candidate becomes eligible for promotion under Career Advancement Scheme (CAS) in terms of these Regulations on or after 5<sup>th</sup> March, 2010. The promotion of such a candidate shall be governed by the provisions of this notification.
- d) The detailed conditions to measure academic performance of candidate is laid down in the AICTE Regulations, 2012. The Performance Based Appraisal System (PBAS) has been designed in four parts i. e. Table-I, Table-IIA, Table-IIB, Table-III and Performa for annual self-assessment for the PBAS as annexed with the notification is applicable w.e.f. 08/11/2015.
- e) The API based PBAS will be progressively and prospectively rolled out after 07/11/2015. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities/Colleges for one year only with the minimum annual scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre.
- f) That if any candidate, who don't fulfil the minimum score requirement of Table-II (a & b) or obtain less than 50% in the expert assessment of the selection process, will have to be re-assessed only after a period of minimum one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
- g) If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment.
- h) The AICTE Notification of 2012 and shall come into force with effect from their publication in the official Gazette provided that in the event, any candidate become eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 5th March, 2010, the promotion of such a candidate shall be governed by the provisions of these Regulations.
- i) CAS promotions from a lower grade to a higher grade of Assistant Professor/
- j) Associate Professor shall be conducted by a "Screening-cum-Evaluation Committee adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix I.
- k) For the Cadres of Librarians/ Deputy Librarians/ Assistant Librarians and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports at Different Levels in Degree



Level Technical Institutions, Career Advancement Scheme, eligibility criteria including API, composition of Selection Committee shall be similar to that prescribed in the UGC Regulations, 2010 and applied in University.

**2. Stages Of Promotion Under Career Advancement Scheme Of Incumbent And Newly Appointed Assistant Professors /Associate Professors / Professors:**

- (i) Entry level Assistant Professors (Stage I) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfil the eligibility and performance criteria as laid down in next clause.
- (ii) In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5th March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for University and College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
- (iii) Assistant Professor, possessing Ph. D Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of four years service as Assistant Professor.
- (iv) Assistant Professor possessing M. Phil Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of fis.7000 (stage 2) after completion of five years service as Assistant Professor.
- (v) Assistant Professor who does not have Ph.D. or MPhil or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of six years service as Assistant Professor

- (vi) The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in this Regulation.
- (vii) Assistant Professor who has completed five years of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade of Rs.8000 (stage 3).
- (viii) Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor. However those joining the Service after 5th March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4.
- (ix) Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and Designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following;
- satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix 1; and
  - an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor.

Provided that no teacher other than those with a Ph. D shall be promoted or appointed as Professor.

The Promotion under Career Advancement Scheme in respect of Teachers of Degree level Technical Institutions under vertical AGP is as follows:



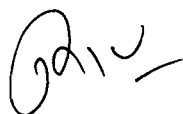
<b>DEGREE LEVEL TECHNICAL INSTITUTIONS (AGP)</b>			
<b>STAGE</b>	<b>Ph. D. Degree</b>	<b>Master's Degree</b>	<b>Other / B. Tech. Degree</b>
Stage 1	PB-3 + Rs. 6000	PB-3 + Rs. 6000	PB-3 + Rs. 6000
	After 4 Years	After 5 Years	After 6 Years
Stage 2	PB-3 + Rs. 7000	PB-3 + Rs. 7000	PB-3 + Rs. 7000
	After 5 Yrs of Stage-2		
Stage 3	PB-3 + Rs. 8000	PB-3 + Rs. 8000	PB-3 + Rs. 8000
	After 3 Yrs of Stage-3		
Stage4*	PB-4 + Rs. 9000	PB-4 + Rs. 9000*	Not applicable
	After 3 Yrs of Stage 4	Not applicable	
Stage5**	PB-4 + Rs.10000		
*Ph.D is a minimum essential qualification to those appointed after 05/3/2010 to move from Stage 3 to 4.			
** Ph.D is a minimum essential qualification to all Teachers for the movement from Stage 4 to Stage 5.			

**Note 1:** For the faculty of Science and humanities, Qualification and minimum eligibility conditions prescribed by the AICTE shall be applicable for Career Advancement Scheme.

**Note 2:** In case of CAS benefits, at the level of stage 4 (Associate Professor) Ph. D Degree has been made essential qualification for grant of PB-4 in pay band of Rs. 37400-67000 + Rs. 9000/- (AGP) for the candidates recruited after 5/3/2010. However, in case of incumbent Teachers Ph. D qualification is not mandatory for grant of Rs. 37400-67000 +Rs. 9000/- (AGP).

**3. Screening-cum-Evaluation Committee" for College teachers:**

The Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors / Associate Professor from one AGP to the other higher AGP shall be prescribed by the respective State Governments / Board of Governors.



**4. Training Component:**

- (i) Program sponsored by TEQIP, Central / State Government, CIILP, ISTE, NITTTR, IIT, DTE, SBTE, University etc. are considered as valid agencies for imparting training.
- (ii) Two courses / programs of one week duration each approved or conducted by AICTE, UGC, MHRD, DST, Central /State Govt. sponsored programs may also be considered as alternative to TEQIP programs.

**5. Grant for Professional Development:**

- (i) New faculty entrants may be given a one-time start up grant of Rs. 2 lakh for purchase of computers, teaching material including books, research aids and office furnishings, etc. Existing Teachers may also be provided incentive grants up to Rs. 2 Lakh for purchase of computer including grants for up gradation of or purchase of a new computer (especially for those who have availed such facilities on earlier occasions) teaching material including books and research aid.
- (ii) All Teachers may be given a grant up to Rs. 2 lakh on reimbursement basis for a period of three years towards acquiring the membership of Professional Societies and for participating in national / international conferences / workshops etc.

**6. Relaxation in API Score:**

The Relaxation in API score is applicable for the period of 03 years only (till date 07-11-2015) from the issue of AICTE Regulations 2012 in Official Gazette.

**7. Guidelines for Study Leave for the Faculty in AICTE Approved Degree Level Technical Institutions:**

Guidelines for grant of Study leave to Teachers and other academic staff entering into service without M. Tech./ Ph. D or other higher qualification in Degree/ Diploma level Technical Institutions are given below.

- (i) Study leave may be granted with Pay to the appointees such as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education (Degree level) or in equivalent cadre (Diploma level), to pursue for study (M.E./M. Tech./ Ph. D) or research in the discipline directly related to his/her work.

- (ii) The number of years to be put in after entry should be a minimum of three years in regular service including the probation period, keeping in mind the availability of teachers in the discipline and the vacant positions.
- (iii) The paid period of study leave should be two/three years for Master/ Doctorial level respectively. Two years may be given in the first instance, extendable by one more year for Ph. D program, if there is satisfactory progress report by the Research Guide. Care should be taken to see that the regular academic work is not disturbed while granting study leave.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) The persons is a teacher on the date of the application;
  - (b) He should have completed his probation period as specified in the concerned Institute statutes;
  - (c) There is no break in service; and
  - (d) The leave is requested for undertaking the M. Tech./Ph. D research work.
- (iv) Study leave shall be granted by the Institution on the recommendation of the concerned Head of the Department.
  - (v) 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.
  - (vi) Study leave may be granted not more than twice during one's career. The maximum study leave admissible during the entire service should not exceed five years.
  - (vii) 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 prior permission of the Executive Council/Syndicate/ State Technical Education Department. Any extension beyond the stipulated period shall be treated as leave without Pay.
  - (viii) The amount of scholarship, fellowship or other financial assistance that a teacher is granted during the study leave by any other agency, shall not preclude his/her being granted study leave with Pay and allowances but the scholarship etc., so received shall be taken into account in determining the



Pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against Pay only if the fellowship is above a specified amount, which shall be determined according to Government of India rules, from time to time applicable and based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-Pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (x) A teacher granted study leave shall on his/her return and re-joining the service of the Institute be eligible to the benefit(s) of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xi) Study leave shall count as service for pension/contributory provident fund purposes, provided the teacher joins back in the Institute on the expiry of his/her study leave.
- (xii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the Institute for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xiv) After the leave has been sanctioned, the teacher shall execute a bond in favour of the Institute, binding himself/herself for the due fulfilment of the conditions laid down in sub-clauses above and given 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 Institute in accordance with sub-clause (xiii) above.



- (xv) The teacher shall submit to the Head of the Institution, the progress report at a frequent interval of 6 months in his/her studies through his/her supervisor. This report shall reach the Head of the Institution of within one month of the expiry of every six months term of the study leave. If the report does not reach within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### **8. Qualification, Pay Scales and Service Conditions of Training and Placement Officers (Degree level AICTE Approved Institutions)**

The need for placement and Training in a Degree Level Technical Institutions was recognized in the AICTE Norms and standards of the year 1990, to be adopted by State/UT Government in the respective States /UTs. Vide Para 10 (b) of Letter No. FD/PSSC/Clrif/2002/1 dated 03-01-2003 their Pay Scales etc. were left to be decided by said Governments taking local conditions into consideration. Considering the various representations received by various stakeholders and the importance of Training and Placement Officers (TPO) in the changed Scenario of developing of economy of the country, it has become imperative to bring them in the purview of AICTE to determine their service conditions. Accordingly, the following are proposed.

- (i) Person entering as Training and placement officers shall be of the cadre of a Professor and shall be recruited with designation as Professor (TPO). Essential Qualifications and experience required for the post shall be in line with Professor (Engineering and Technology) laid down in AICTE Regulations 2010 (Degree). Due weightage shall be given to a person from the reputed Industrial background with good managerial and communicational skill. Degree in management shall be a desirable qualification.
- (ii) Existing Training and Placement officers shall be re-designated as Professor (TPO)/ Associate Professor (TPO)/ Asst. Professor (TPO), as the case may be, provided all the requisite qualifications and relevant experience in line with faculty norms laid down in AICTE Regulations 2010 (Degree) and subsequent AICTE Clarifications/ Notifications issued thereof.
- (iii) Pay Scales of existing TPO shall be fixed in accordance of fitment table of 6th CPC with re-designation of post as may be applicable.
- (iv) Career Advancement scheme shall be equally applicable to them in line with that prescribed for the faculty subject to fulfilment of essential eligibility conditions as laid down in AICTE Regulations 2010 & 2012 and in subsequent Clarification/ Notifications issued thereof.



**Duties and responsibilities of Training and Placement officer:**

- (i) The post shall be treated as a non vocational post. The officer shall have a teaching work load of 4 hrs/week.
- (ii) TPO should maintain a good liaison with industry in and around the place of the campus.
- (iii) He should conduct an annual survey of job requirements in the Industries, research and service organizations.
- (iv) He should arrange for campus interviews/ job mela etc., in plant training and also arrange to get industries sponsored projects for both staff and final year students.
- (v) He should create data bank of experts in respective field from industries/research/service sectors and invite them to the Institute to deliver lectures for the benefit of students and staff members.
- (vi) He should also arrange training/field visits to students and staff members in industries/research/service sectors.
- (vii) He should also assist the students in getting apprentice training and suitable placement in industries/ research/service organizations. He shall also be responsible for preparing the students in facing group discussions, personal interviews and personality development etc.
- (viii) Training and placement officer should create a data bank of all alumni who are placed in reputed industries/research/service organizations.
- (ix) Any other related duty assigned by the Head of the institute from time to time.

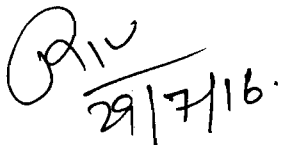
**Date of effect:**

These rules will be effective from the date of notification in Official Gazette published by AICTE.



**9. Other Terms and Conditions:**

Qualifications for the faculty in humanities and sciences (Degree) and Clarifications on certain issues/ anomalies pertaining to Qualifications, Pay Scales, Increments, Service Conditions, Career Advancement Schemes (CAS) etc. issued in respect of previous AICTE Notifications are applicable for the teachers and other academic staff of technical Institutions in accordance with AICTE notification No. 27/RIFD/Pay Scale/01/2013-14 dated 04 /01/ 2016.

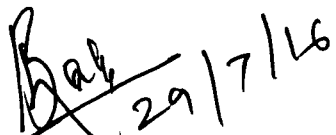
  
(RAJ KUMAR)  
Special Director (TTE)

**No. F. 3/19/TE/AD/Part File/Part IV (b)/**

**Dated**

Copy for information and further necessary action to:

1. Pr. Secretary to Lt. Governor, Govt. of NCT of Delhi.
2. Pr. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
3. Pr. Secretary (Finance), Govt. of NCT of Delhi.
4. Principals, All Govt./ Govt. aided Degree colleges/Institutes, New Delhi
5. Pay and Account officers concerned through respective Principal.
6. P.S. to Pr. Secretary (TTE).
7. P.S. to Director (TTE).
8. Asst. Programmer, DTTE (HQ)-with the request to upload the order on department website.
9. Guard file.

  
(S. L Bhandarkar)  
Dy. Director (SB)