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**TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY**

**CAREER ADVANCEMENT SCHEME (CAS) – 2024 (Library Cadres)**

**INSTRUCTIONS**

1. The Faculty applying for the promotion under Career Advancement Scheme (CAS) shall opt either Academic/Research Score - Assessment Criteria Methodology (ARS-ACM) in the Revised Rules or Performance Based Appraisal System (PBAS) in the Pre-revised Rules. However PBAS in the Pre-revised Rules is applicable only up to 31.12.2023. Only the concerned Application, Checklist and ARS-ACM/PBAS format with all enclosures should be submitted.
2. The ARS-ACM/PBAS format (in MS-Word available in TANUVAS website) should be sent only typewritten in a computer. Hand written ARS-ACM/PBAS in any other format will not be accepted. The file should not be provided to any other individual who are not employees of TANUVAS under any circumstances. It also should not be used for any other purpose other than the present one. All formats are generally in tables and hence you may add/delete rows in the ARS-ACM/PBAS format at relevant places while filling up.
3. Guidelines issued by the University should be scrupulously followed while filling up the proforma. Please look for regular updates at [www.tanuvas.ac.in](http://www.tanuvas.ac.in) in this regard. The particulars provided should be precise and supported by evidence.
4. For publications, provide only the first page.
5. Activities in addition to what has been mentioned may also be provided in the PBAS proforma (in the Pre-revised Rules only) under any other information. Indicate these in quantitative terms.
6. Enclosures appended should be page numbered and indicated where ever required in the Application as well as in the ARS-ACM/PBAS. Every page of ARS-ACM/PBAS should be signed by the applicant.
7. The applicants are informed to ensure that data provided are only for the assessment period (year-wise, where ever applicable) as per the Academic Level to which he/she is applying. (*For eg. a candidate, who had joined the University on 15.02.2014 and applying for promotion to Academic Level 11, the period for assessment year-1 shall be 15.02.2014 – 14.02.2015, assessment year-2 shall be 15.02.2015 – 14.02.2016 and so on*). *In the event of delayed fulfilling of mandatory requirements, the applicant should furnish the data up to the date of fulfilling all the requirements (i.e. up to the extended assessment period).*
8. The HoDs and UOs or the officers concerned should carefully scrutinize the data before sending the same to the University. Application with insufficient information will be summarily rejected. The incumbent teacher must be on the roll and in active service of the University on the date of consideration for promotion.
9. Applicants who were doing Ph.D under part time / on deputation during the assessment period may clearly mention the same along with USO permitting them to do part time Ph.D. The screening committee shall decide on the assessment during the period with the approval of the University.
10. Applicants who were on maternity leave during the assessment period may also clearly mention the same along with leave approval letter. The screening committee shall decide on the assessment during the period with the approval of the University.
11. The period of EOL availed for higher scientific and technical studies including Ph.D. programme by the employees who were permitted after 24.06.2004 shall not be counted as Qualifying Service for the purpose of Career Advancement.
12. The cut-off date for all qualifications and performance indicators shall be **\_\_\_\_\_\_\_\_\_\_\_.**
13. Last date for sending completed application along with all necessary enclosures shall be on or before **\_\_\_\_\_\_\_\_\_\_\_.** Hard copy and CD of the filled-in Application, Checklist and ARS-ACM/PBAS format with all enclosures duly forwarded by Heads and / or University officers concerned should reach Registrar within this time frame.
14. Earlier applicants having pending issues in promotion under CAS and opting for pre-revised norms (PBAS) may contact IQAC for alternate options in the application procedure, devoid of Category I.
15. Applicants not-promoted/eligible and not applied in the earlier assessments should send their Application from the eligible date of assessment till the cut-off date.
16. Faculty with Ph.D. in the relevant discipline should enclose the University Order for the Ph.D. equivalence along with the application, wherever required.
17. For any further clarifications/questions, contact Internal Quality Assessment Cell (IQAC), TANUVAS ([iqac@tanuvas.org.in](mailto:iqac@tanuvas.org.in)).