

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA: HYDERABAD.**

**Memo.No.G/3976/2018**

**Date: 20.09.2018**

Sub:- TECHNICAL EDUCATION – Estt - TSTES – CAS Notification No. 30/2018 – Forwarding of applications – Certain instructions - Issued.

Ref:- Lr.No.594/CAS/Polyt./2018, dt. 14.09.2018 received from the Secretary, TSPSC, Hyderabad.

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The attention of the Principals of Government Polytechnics, under the administrative control of this Department is invited to the reference cited and they are requested to forward the CAS applications of the eligible staff as on **01.09.2017** for the year **2017-18** and as on **01.09.2018** for the year **2018-19** working in their respective institutions to this office on or before 01.10.2018 for taking further action in the matter duly verifying and countersigning the applications.

The Principals are requested to strictly adhere to the above date and the applications if any received after 31.10.2018 will not be considered.

Sd/-Navin Mittal  
COMMISSIONER

To:

The Principals of the Government Polytechnics in the State.

Copy to RJD(TE), Hyderabad.

Copy to the Secretary, SBTET, Telangana, Hyderabad.

Copy to the Secretary, TSPSC, Telangana, Hyderabad for kind information.

//F.B.O//

*W. S. Das*  
SUPERINTENDENT

*S*  
22/9/18

**TELANGANA STATE PUBLIC SERVICE COMMISSION: HYDERABAD**  
**NOTIFICATION NO.30/2018 Dt: 10.09.2018**  
**FOR AWARD OF SENIOR SCALE/SELECTION GRADE UNDER CAREER**  
**ADVANCEMENT SCHEME TO THE LECTURERS/PHYSICAL**  
**DIRECTORS/LIBRARIANS WORKING IN TELANGANA STATE GOVT.**  
**POLYTECHNIC COLLEGES IN T.S.T.E.S**

Applications in prescribed format are invited from the eligible Lecturers/Physical Directors/Librarians working in Telangana State Government Polytechnic Colleges in T.S.T.E.S. for award of Senior Scale and Selection Grade for the years 2017-2018 and also 2018-2019 separates duly reckoning 01-09-2017 and 01-09-2018 as the date of eligibility respectively under Career Advancement Scheme in terms of AICTE Pay Scale of 2006. The details are as follows:

**CAREER ADVANCEMENT SCHEME (C.A.S.):**

(A) Career Advancement provide for movement of:

- (i). Lecturer to Lecturer (Senior Scale).
- (ii). Senior Lecturer/ Lecturer (Senior Scale) to Lecturer (Selection Grade).
- (iii). Librarian to Librarian (Senior Scale)
- (iv). Librarian (Senior Scale) to Librarian (Selection Grade).
- (v). Physical Director to Physical Director (Senior Scale).
- (vi). Physical Director (Senior Scale) to Physical Director (Selection Grade).

(B) For promotion under Career Advancement Scheme:

- (i). The candidate must have consistently "Satisfactory" Performance Appraisal report.
- (ii). Assessment and selection would be made by a Selection Committee. The prescribed teaching/contact hours of a teacher selected / promoted under the career Advancement Scheme shall remain the same as that of the substantive post he/she held prior to such appointment to any of the cadres under Career Advancement Scheme.

**(I). LECTURER (SENIOR SCALE):**

A Lecturer will be eligible for placement as Lecturer (Senior Scale) through a process of selection if he/she has.

- (i). Persons with B.E./ B.Tech / B.Arch / B.Pharm qualification in appropriate branch/discipline and M.Com/MCA/MA/M.Sc in Humanities /Sciences either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs.15600 - 39100 with AGP of Rs.5400 and will move to AGP of Rs.6000 on completion of ME/M.Tech/M.Arch/M.Pharm of M.Phil in appropriate branch / discipline.
- (ii). Persons with ME/M.Tech/M.Arch/ M.Pharm/M.Phil qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs.15600 - 39100 with AGP of Rs.6000.
- (iii). A Lecturer with completed service of 4 years, possessing Ph.D Degree in the relevant branch / discipline shall be eligible for moving up to AGP of Rs.7000 and shall be designated as Lecturer (Senior Scale).
- (iv). A Lecturer possessing ME/ M.Tech/M.Arch/ M.Pharm/ M.Phil in the relevant branch / discipline as defined for technical education shall be eligible for the

AGP of Rs.7000 after completion of 5 years service as Lecturer and shall be designated as Lecturer (Senior Scale).

- (v).Lecturers who do not have Ph.D. or ME/ M.Tech/M.Arch/ M.Pharm/ M.Phil in the relevant branch / discipline of a program shall be eligible for the AGP of Rs.6000 only after completion of 6 years service as Lecturer.
- (vi).Lecturers who do not have Ph.D. or ME/ M.Tech/M.Arch/ M.Pharm/ M.Phil in the relevant branch / discipline of a program shall be eligible for the AGP of Rs.7000 only after completion of 9 years service as Lecturer and shall be designated as Lecturer (Senior Scale).
- (vii).The upward movement from AGP of Rs.5400 to AGP of Rs.6000 and from AGP of Rs.6000 to Rs.7000 for Lecturers shall be subject to their satisfying other conditions as laid by AICTE.
- (viii).The pay of the incumbents to the posts of Senior Lecturer/Lecturer (Senior Scale) (i.e., the pre-revised scale of Rs.10,000 - 15,200) shall be fixed at the appropriate stage in Pay Band of Rs.15,600 – 39,100 based on their present pay, with AGP of Rs. 7,000.

### **(II). LECTURER (SELECTION SCALE):**

- (i).Senior Lecturer/Lecturer (Senior Scale) with completed service of 5 years with the AGP of Rs.7,000 shall be eligible, subject to other requirements laid down by the AICTE to move up to the AGP of Rs.8,000 and shall be designated as Lecturer (Selection Grade).
- (ii).Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12,000 - 18,300 on 01-01-2006 shall be placed in Pay Band of Rs.37, 400 - 67,000 with AGP of Rs.9,000 and shall be continued to be designated as Lecturers (Selection Grade).
- (iii).Incumbent Lecturers (Selection Grade) who have not completed 3 years in the pre-revised pay scale of Rs. 12,000 - 18,300 on 01-01-2006 shall be placed at the appropriate state in the Pay Band of Rs.15,600 - 39,100 with AGP of Rs.8,000 till they complete 3 years of service in the grade of Lecturers (Selection Grade) and there after shall be place in the higher Pay Band of Rs.37,400 - 67,000 and shall be continued to be designated as Lecturers (Selection Grade).
- (iv).Lecturers (Selection Grade), completing 3 years of teaching with the AGP of Rs.8,000 shall be eligible, subject to other conditions, as may be prescribed by AICTE, to move to the Pay Band of Rs.37,400 - 67,000 with AGP of Rs.9,000 and shall be continued to be designated as Lecturers (Selection Grade).

### **(III). LIBRARIAN (SENIOR SCALE):**

- (i).The posts of Senior Librarian / Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 - 15,200 shall be placed in the Pay Band of Rs.15,600 - 39,100 with AGP of Rs.7,000.
- (ii).Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of 6,000 and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs.7,000 within the Pay Band of Rs.15,600 - 39,100 and shall be designated as Librarian (Sr. Scale).

- (iii). Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6,000 if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs.7,000 and shall be designated as Librarian (Sr. Scale).
- (iv). After completing service of 6 years in the AGP of Rs.6,000 a Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the AICTE, move to the higher AGP of Rs.7,000 and shall be designated as Librarian (Sr. Scale).
- (v). The pay of the existing Senior Librarian / Librarian (Sr. Scale) in the pre-revised scale pay of Rs. 10,000 - 15,200 shall be fixed in the Pay Band of Rs.15,600 - 39,000 with AGP of Rs. 7000 at an appropriate stage based on their present pay.

#### **(IV). LIBRARIAN (SELECTION GRADE):**

- (i). On completion of service of 5 years, a Senior Librarian / Librarian (Senior Scale) shall be eligible for the Pay Band of Rs.15,600-39,100 with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility as laid down by the AICTE and shall be designated as Librarian (Selection Grade).
- (ii). After completing 3 years in the Pay Band of Rs. 15,600-39100 with an AGP of Rs.8000, a Librarian (Selection Grade) will move to the Pay Band of Rs.37,400-67,000 and AGP of Rs.9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
- (iii). Senior Librarian / Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D in Library Science or equivalent published work but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the AGP of Rs.8000 and shall be re-designated as Librarian (Selection Grade).
- (iv). Incumbents to the posts of Librarian (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12,000-18,300 on 1-1-2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37, 400-67,000 with an AGP of Rs.9,000. They shall be continue to be designated as Librarian (Selection Grade).
- (v). Incumbents to the posts of Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12,000-18,300 for being eligible to be placed in the higher Pay Band of Rs.37,400-67,000 shall be placed at an appropriate stage with Academic Grade Pay of RS.8000 till they completed three years of service as Librarian (Selection Grade). They shall be continued to be designated as Librarian (Selection Grade).

#### **(V). PHYSICAL DIRECTOR (SENIOR SCALE):**

- (i). Senior Physical Director/ Physical Director (Sr. Scale) in the pre-revised scale of pay of Rs.10,000-15,200 shall be placed in the Pay Band of Rs.15,600-39,100 with AGP of Rs.7,000.
- (ii). Physical Director in the AGP of 6,000 and possessing Ph.D. in Physical Education shall, after completing service of 4 years and if otherwise eligible

as per guidelines prescribed by the AICTE, move to higher AGP of Rs.7,000 in the Pay Band of Rs.15,600-39,100 and shall be designated as Physical Director (Sr. Scale).

- (iii).Physical Directors possessing M.Phil in Physical Education in the AGP of Rs.6,000 shall, after completing service of five years be eligible for the higher AGP of Rs.7,000 and shall be designated as Physical Director (Sr. Scale).
- (iv).Physical Director without the relevant Ph.D. and M.Phil shall, after completing service of six years in the AGP of Rs.6,000 and if otherwise eligible as per guidelines prescribed by the AICTE, be eligible for being placed in the AGP of Rs.7,000 and shall be designated as Physical Director (Sr. Scale).
- (v).Pay of incumbent Senior Physical Director / Physical Director (Sr. Scale) shall be fixed in Pay Band of Rs.15,600-39,000 at an appropriate stage in the AGP of Rs. 7000 as per fixation formula at the 6<sup>th</sup> CPC.

**(VI). PHYSICAL DIRECTOR (SELECTION GRADE):**

- (i).After completing service of 5 years in the Pay Band of Rs. 15,600-39100 with the AGP of Rs.7000, and subject to satisfying other eligibility conditions laid down by the AICTE, a Senior Physical Director/ Physical Director (Sr. Scale) shall move to AGP of Rs.8000, in the Pay Band of .15,600-39,100. They shall be designated as Physical Director (Selection Grade).
- (ii) After completing service of 3 years in the Pay Band of Rs. 15,600-39100 and the AGP of Rs.8000, and subject to eligibility laid down by the AICTE, a Physical Director (Selection Grade) shall move to the Pay Band of Rs.37,400-67,000 with the AGP of Rs.9000. They shall continue to be designated as Physical Director (Selection Grade).
- (iii).All Incumbents to the post of Physical Director (Selection Grade) who have completed 3 years in the un-revised pay scale of Rs. 12,000-18,300 as on 1-1-2006 shall be eligible to be fixed in the Pay Band of Rs.37,400-67,000 with the AGP of Rs.9,000.They shall continue to be designated as Physical Director (Selection Grade).
- (iv).All Incumbents to the post of Physical Director (Selection Grade) whose services in the unrevised pay scale of Rs. 12,000-18,300 fall short of 3 years which would have made them eligible to move to the higher pay band of Rs. 15600-39400 till they complete the required service of three years as Physical Director (Selection Grade).

**(VII)** (a).For initial direct recruitment at the level of Lecturers, HOD and Principal, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations.

(b). All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP/ISTE/NITTR/SBTET sponsored programs.

## COUNTING OF QUALIFYING SERVICE FOR CAREER ADVANCEMENT:

The duration of service in a temporary capacity / contract appointment / Adhoc appointment / leave vacancy can be counted for promotion to Senior Scale / Selection Grade provided that: (a) the tenure of such appointment was one year or more than one year without any break (b) the incumbent was appointed on the recommendations of a Selection Committee constituted in accordance with the prescribed selection procedures as laid down by Directorate of Technical Education / State Government (c) the concerned Lecturer / Physical Director / Librarian possesses the minimum qualification prescribed by AICTE for appointment as Lecturer / Physical Director / Librarian (d) the incumbent was selected to the regular post in continuation of the service in a temporary capacity / contract appointment / Adhoc appointment / leave vacancy without any break.

The application as on the last date received by the office of the COMMISSIONER OF TECHNICAL EDUCATION, TELANGANA, HYDERABAD have to be verified by the Technical Education Department, Telangana. The applicants should utilize the proformas (Formats) enclosed herewith .

They should submit the applications in triplicates to the Principal concerned before the last date i.e., Applications received after due date will be summarily rejected. They should use only the proforma available in the Commissions website. [www.tspsc.gov.in](http://www.tspsc.gov.in). Each application must be accompanied by DD only, worth Rs.500/- (Rupees Five Hundred only) drawn in favour of Secretary, TSPSC, Hyderabad. The DD should be obtained from 11-09-2018 to 10-10-2018. The DD obtained paid to and after the due date will not be considered and such applications shall be rejected and the fee paid will not be returned under any circumstance.

Eligible candidates are requested to submit their filled in applications (Format-V) to the concerned Principals of Polytechnic Colleges in Telangana where they are working now by 25-10-2018 and in turn the Principals shall forward to the Commissioner of Technical Education, Telangana before 3-11-2018 along with Performance Appraisal Report (Format –IV) for verification and for further action. All such applications should reach the TELANGANA STATE PUBLIC SERVICE COMMISSION, HYDERABAD by 9-11-2018 failing which their cases will not be considered for award of Career Advancement Scheme.

- N.B:**
1. The decision of the Selection Committee in all aspects and all respects pertaining to acceptance or rejection as the case may be at all consequent stages culminating in the process of awarding Career Advancement Scheme is final. The Selection Committee also reserves its right to alter regarding terms and conditions laid down in the Notification for convening the Career Advancement Scheme, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process of Career Advancement Scheme.
  2. The candidates should become eligible for the award of CAS by **01/09/2017** for the year 2017-2018 and they should become eligible for the award of CAS by 01-09-2018 for the year 2018 – 2019.
  3. Individual cases of those who cannot apply well within the time due to administrative or personal reasons, discrepancies if any noticed after award of CAS etc., will only be taken up along with the next Notification.

**Sd/-  
SECRETARY**

**(To be submitted in Triplicate)**

**TELANGANA STATE PUBLIC SERVICE COMMISSION :: HYDERABAD**

**NOTIFICATON NO.30/2018, Dated: 10/09/2018.**

APPLICATION FOR AWARD OF SENIOR SCALE / SELECTION GRADE SCALE  
UNDER CAREER ADVANCEMENT SCHEME OF AICTE SCALES OF PAY 2006 TO  
THE LECTURERS/PHYSICAL DIRECTORS/LIBRARIANS WORKING IN TELANGANA STATE  
GOVT. POLYTECHNIC COLLEGES IN T.S.T.E.S.

(Strike off which is not applicable).

SUBJECT: \_\_\_\_\_

Regd. No.

(To be assigned in the Commission's Office)

APPLICANT SHOULD FILL-IN ALL THE COLUMNS. WRITE "N.A." AGAINST THE COLUMNS  
WHICH ARE NOT APPLICABLE

1. Name of the Applicant :  
(In capital Letters)

2. Father's Name :

3. Designation :

4. Name of the Institution & :  
Address

6. Qualifications :

5. Photograph

Past passport  
size photograph  
dully attested by  
concerned  
Principal

<b>Qualification</b>	<b>Name of the University</b>	<b>Subjects(S)</b>	<b>Month &amp; Year of acquiring this qualification</b>	<b>Percentage of Marks / Division / Grade</b>
<b>Bachelors Degree</b>				
<b>P.G. Degree in</b>				
<b>M.Phil.</b>				
<b>Ph.D.</b>				

7. Date of appointment as Associate Lecturer :  
(Re-designated as Lecturer under AICTE  
Scales in the Department)

**8. IN THE CASE OF SENIOR SCALE:**

(a). Whether participated in Orientation Course / Induction Training (As per AICTE pay scales 2006)

<b>Name of the Course / Training</b>	<b>Conducted by</b>	<b>Form Date</b>	<b>To Date</b>	<b>No. of Days</b>
<b>i)</b>				
<b>ii)</b>				
<b>iii)</b>				

(b). Whether participated in Refresher Course / Industrial Training (As per AICTE pay scales 2006)

<b>Name of the Course / Training</b>	<b>Conducted by</b>	<b>Form Date</b>	<b>To Date</b>	<b>No. of Days</b>
<i>i)</i>				
<i>ii)</i>				
<i>iii)</i>				

(c) Whether eligible for relaxation for Orientation :  
Course / Induction Training and Refresher  
Course / Induction Training (Specify details)

(d) Whether eligible for relaxation in the specified :  
9 years service due to acquiring  
(i) Ph.D.  
(ii) M.Phil / M.E. / M.Tech. . M.Arch. / M.Pharm.

(e) Total accountable service for Senior Scale :  
as per Rules as on

(f) Date of completion of 4/5/6/9 years of service :

**9. IN CASE OF SELECTION GRADE SCALE:**

(a) Whether participated in two AICTE approved refresher programs of not less than two weeks duration each (As per AICTE pay scales 2006)

<b>Name of the Course / Training</b>	<b>Conducted by</b>	<b>Form Date</b>	<b>To Date</b>	<b>No. of Days</b>
<i>i)</i>				
<i>ii)</i>				
<i>iii)</i>				

(b) Whether participated in two refresher programs of one week each TEQIP / ISTE / NITTTR / SBTET sponsored programs (As per AICTE pay scales 2006)

<b>Name of the Course / Training</b>	<b>Conducted by</b>	<b>Form Date</b>	<b>To Date</b>	<b>No. of Days</b>
<i>i)</i>				
<i>ii)</i>				
<i>iii)</i>				

(c) Date of Senior Scale awarded by the CAS :  
Selection Committee (enclosed photo copy of  
CTE proceedings)

(d) Total accountable service for Lecturer (Selection :  
Grade) scales

(e) Date of completion of 5 years of service :

(f) Date of eligibility for SELECTION GRADE SCALE :



10. Details of EOL, which affects the period of 9/6/5/4 years of service, if any, availed by the incumbent from time to time (Copies of EOL sanction proceedings to be enclosed) :
11. Has he earned consistently Minimum "Satisfactory" for SENIOR SCALE / "GOOD" for Selection Grade Performance Appraisal Report (Appraisal Report to be enclosed) :
12. Any other relevant information which is not covered in the proforma. :

I hereby declare that all the particulars made in this Application are true, complete and correct to the best of my knowledge and belief.

STATION :  
DATE :

**SIGNATURE OF THE CANDIDATE**

**Certified that**

- (i) The application of the above candidate has been scrutinized with reference to the Service Register along with instructions given by the Department / Government from time to time and found that all entries made therein are true and correct.
- (ii) The candidate is eligible for the award of Senior Scale / Selection Grade from \_\_\_\_\_ (Date).
- (iii) The recommendation for the award of Senior Scale / Selection Grade made in this regard is final.

**Counter Signature of the  
Head of the Section with seal**

**Signature of the Principal  
with seal**

**NOTE: Enclose photo copies for evidence wherever necessary.**

**Sd/-  
SECRETARY**

FORMAT - I

**LIST OF LECTURERS/PHYSICAL DIRECTORS/LIBRARIANS TO WHOM SR. SCALE AWARDED IN  
AICTE SCALES OF PAY 1996 AND REQUIRES REVISION IN TERMS OF G.O.Ms.No. 209, HIGHER EDUCATION DEPARTMENT, DT: 20/11/2010.**

Sl.No	Name of the Staff Member	Designation with Branch	Qualification	Date of initial appointment	Date of award of Sr. Scale in AICTE Scales of Pay, 1996	CTE's procs. No. and Date	Addl. Qualification such as M.Tech / M.Phil etc. with last date of Examination	Appraisal Report Satisfactory/ Good/V.Good	Revised Date of eligibility for award of Sr.Scale in terms of G.O.Ms. No. 209, Dt:20/11/2010	Date of eligibility for award of Selection Grade Scale after revision if any vide Col.9
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Sd/-  
SECRETARY

**FORMAT - II**

**LIST OF ELIGIBLE CANDIDATES FOR AWARD OF Sr. SCALE IN AICTE SCALES OF PAY 2006**

Sl.No.	Name of the Staff Member	Designation with Branch	Qualification	Date of initial appointment	Date of completion of 9 years which counts for increments	Last date of Examination relating to addl Qualification such as M.Tech./ M.Phil etc.	E.O.L if any availed during the period of 9 years service	Date of eligibility for award of Sr. Scale.	Appraisal Report Satisfactory/Good /V.Good
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Sd/-  
SECRETARY**

**FORMAT – III**

**LIST OF Sr. LECTURERS/LECTURERS (Sr. SCALE) FOR THE AWARD OF SELECTION GRADE SCALE IN AICTE SCALES OF PAY 2006**

Sl.No.	Name of the Staff Member	Subject with Branch	Qualification	Date of initial appointment	Date of appointment as Sr.Lecturers/ Lecturer (Sr. Scale)	E.O.L if any availed during the period of 9 years service	Date of completion of 5 years which counts for increments from the date of appointment of Sr. Lecturer /Lecturer (Sr.Scale)	Appraisal Report Satisfactory/Good/ V.Good
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Sd/-  
SECRETARY**

**FORMAT – IV**

**PERFORMANCE APPRAISAL REPORT**

This is to certify that the performance and conduct of Sri / Smt / Kum.  
\_\_\_\_\_ Designation \_\_\_\_\_ is  
consistently \_\_\_\_\_. Therefore his/her case for award of Sr.Scale / Selection  
Grade Scale on completion of \_\_\_\_\_ years of Service under Career Advancement  
Scheme in the A.I.C.T.E. PAY SCALE of Pay 2006, may be considered.

**Signature of the Head of Section**

**Counter Singed**

Name:

Designation:

**PRINCIPAL**

**With seal.**

**Sd/-  
SECRETARY**

(FORMAT – V)

**APPLICATION FOR THE AWARD OF LECTURER/PHYSICAL DIRECTOR/LIBRARIAN (SR. SCALE/SELECTION GRADE) UNDER CAREER ADVANCEMENT SCHEME OF AICTE SCALES OF PAY 2006 (to be submitted in triplicate)**

1. Name :
2. Designation :
3. Name of the institution :
4. Qualifications (Attested copies of Certificates to be enclosed) :
5. Date of Appointment as Lecturer/ Physical Director/Librarian in the Department :
6. a) Date of completion of 9/6/5/4 years (including Service in Col.No. (5)) :
- b) Whether Sr.Scale in AICTE Scale of Pay 1996 already awarded, if so, CTE Process Details. :
7. Whether eligible for relaxation in Service due to M.Tech/M.Arch./M.Pharm/M.Phil/Ph.D :
8. Date of acquiring M.Tech/M.Arch./M.Pharm/M.Phil/Ph.D :
9. Whether participated in two Refresher Courses/Summer Institutes each of Approximately Four weeks during or engaged in other appropriate continuing Education Programmes of comparable Quality. YES/NO (if YES, details to be enclosed) :
10. If No, whether eligible for relaxation as per AICTE Guidelines :
11. Consistently minimum 'satisfactory' For Sr. Scale and in case of Selection Grade "GOOD" performance (Appraisal Report to be enclosed) :
12. Period of EOL if any availed by the Incumbent during the period of \_\_\_years (copy of sanction EOL proceedings to be enclosed) :
13. Date of eligibility to Sr.Scale :
14. Date of eligibility to Selection Grade :

**Signature of the Individual**

**Counter Signature of the Head of Section**

**Signature of the Principal**

**Sd/-  
SECRETARY**