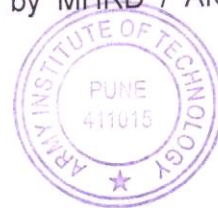


ARMY INSTITUTE OF TECHNOLOGY

STANDARD OPERATION PROCEDURE (SOP) FOR GUIDELINES / RULES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME (CAS)

SHORT TITLE, APPLICATION AND COMMENCEMENT

1. These Rules and Regulations are called the AIT Rules for Promotion of Faculty under Career Advancement Scheme (CAS) and will be read and implemented in conjunction with the All India Council for Technical Education (AICTE) (Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree) Regulations, 2012 amended from time to time.
2. These Rules and Regulation shall apply to every regular faculty members of the Institute.
3. A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.
4. These Rules and Regulations shall come into force with immediate effect.
5. In these Rules & Regulations, the context; otherwise requires
 - (a) "AICTE" means the All India Council for Technical Education, New Delhi.
 - (b) "Appendix" means the Appendix appended to these Rules.
 - (c) "Appointing Authority" means the Director, AIT.
 - (d) "CAS" means Career Advancement Scheme for the faculty of the Institute.
 - (e) "CGPA" means Cumulative Grade Point Average
 - (f) "Chairman" means the Chairman, AIT.
 - (g) "Department" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area.
 - (h) "Director" means the Director of the Institute.
 - (i) "HoD" means head of the Teaching Department of the Institute
 - (j) "Institute/AIT" means Army Institute of Technology, Dighi Hills, Pune 411015
 - (k) "MHRD" means Ministry of Human Resource Development, New Delhi.
 - (l) "UGC" means University Grants Commission, New Delhi.
 - (m) "ÄPL" means Academic Pay Level
 - (n) Anything, otherwise, not contained in these rules shall be governed / regulated by the AICTE/MHRD guidelines issued in this regard from time to time.
 - (o) If any revision / rules of CAS are notified by MHRD / AICTE, the same will be applicable from the date adoption by the Institute.



GENERAL PROCEDURE/GUIDELINES

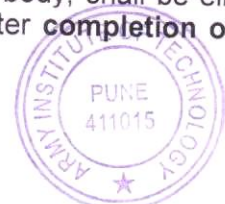
6. Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Registrar, within three months in advance of the due date, stating that he/she fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) on prescribed proforma as evolved by the Institute duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in the Institute Regulations. In any event, the Institute shall send a general circular "Call for Applications for CAS" promotions from eligible candidates.
7. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.
8. Candidates who do not fulfil the minimum score requirement under the API Scoring System (Given in Rule-4) or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she is successfully got re-assessed. **However, in case of in-ordinate delay in re-assessment of candidate, the date of promotion can be decided by the Selection Committee considering minimum period of one year from the date of previous assessment.**
9. If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
10. If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from the date of fulfillment of the eligibility conditions.
11. The period spent on Extra Ordinary Leave, Study Leave (Leave without Pay) during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.
12. **The candidate should not hold any disciplinary action record for last 5 Years of service in AIT. However two major disciplinary actions on candidate will debar him from the CAS process , permanently**

STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA

13. The eligibility criteria along with proposed scores for Academic Performance Indicators (APIs) for promotions under Career Advancement Scheme(CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi duly adopted by the Institute in its Date. The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

13.1 Entry Level Assistant Professor (Stage 1, APL-10) to Assistant Professor (Stage 2, APL-11).

- (a) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the higher APL-11 (Stage 2) after completion of **four years' of continuous service at AIT** as Assistant Professor.
- (b) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing M.Phil. Degree or a Post-Graduate Degree in the professional courses (M.E. / M.Tech.), approved by the relevant statutory body, shall be eligible, for moving to the higher Academic Pay Level-11(Stage 2) after **completion of five years' of continuous service at AIT** as Assistant Professor.



(c) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course (M.E. / M.Tech.), shall be eligible, for moving to the higher Academic Pay Level-11 (Stage 2) only after completion of **six years' of continuous service at AIT** as Assistant Professor.

(d) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

(e) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(f) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(g) Should have satisfied any one of the below mentioned (TABLE 1) set of requirements.

TABLE 1

Set No.	Add Qualification	To have acquired in the cadre of Assistant Professor (STAGE-1)		
		Experience (Years)	Research publications in SCIjournals /UGC /AICTE approved list of journals	Avg. 360° feedbackscore (out of 10)
1.	-	4	2	8 to 10
2.	-	5	1	8 to 10
3.	-	5	2	5 to < 8

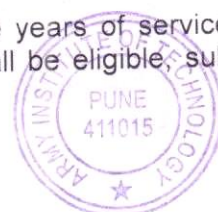
(h) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(j) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(k) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.2 Assistant Professor (Stage 2, APL-11) to Assistant Professor (Stage 3, APL-12)

(a) Assistant Professor who has completed five years of service in the APL-11 (Stage 2) or equivalent Grade Pay in 6th CPC shall be eligible, subject to meeting



API based PBAS requirements laid down by these Regulations, to move up to next higher APL-12 (Stage 3).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 2) set of requirements.

TABLE 2

Set No.	To have acquired in the cadre of Assistant Professor (Stage 2, APL-11)			
	Addl Qualification	Experience (Years)	Research publications inSCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1.	-	4	1	8 to 10
2.	-	4	2	5 to < 8

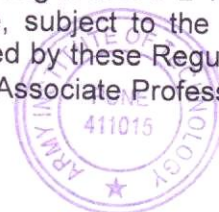
(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.3 Assistant Professor (Stage-3, APL-12) to Associate Professor (Stage 4, APL-13 A1)

(a) Assistant Professor completing **three years** of teaching in the APL-12 (Stage-3) or equivalent Grade Pay in 6th CPC shall be eligible, subject to the qualifying conditions and the API based PBAS requirement prescribed by these Regulations, to move to the APL-13A (Stage-4) and to be designated as Associate Professor. Ph.D.



Degree is mandatory requirement for moving to the higher grade of Associate Professor (Stage 4, APL-13A).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 3) set of requirements

TABLE 3

Set No.	To have acquired in the cadre of Assistant Professor (Stage-3, APL-12)		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1.	3	2	5 to < 8
2.	3	1	8 to 10

(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) A Selection Committee process as stipulated in these Regulations.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training **approved through proper channel** is required during service period of Stage I. (applicable w.e.f. July 2022)

13.4 Associate Professor (Stage-4, APL-13A1) to Professor (Stage-5, APL-14)

(a) Associate Professor completing **three years** of service in Stage-4, APL-13A or equivalent Grade Pay in 6th CPC 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 Academic Pay Level-14 of Rs.144200-211800 (Stage-5). Three years' experience as Associate Professor after acquiring Ph.D. degree is must for promotion to the post of Professor (Stage-5).

(b) Should have satisfied any one of the below mentioned (TABLE 4) set of requirements

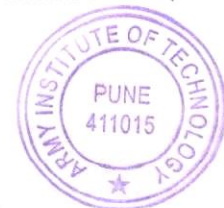


TABLE 4

Set No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

(c) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period. A selection committee process as stipulated in these Regulations.

13.5 Professor (Stage-5, APL-14) to Senior Professor (Stage-6, APL-15-HAG). Upto 10% of the post of Professor in Institute.

(a) Professor completing ten years of service in Stage-5, APL-14 or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Senior Professor and be placed in the next higher Academic Pay Level 15-HAG 2(Stage-6).

(b) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

(c) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

(d) At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

(e) At least one patent awarded

OR

(f) Development of one MOOC course applicable at national platform

APPLICATION FORM/PROFORMA FOR PROMOTION UNDER CAS

14. The Proforma to be filled up by the faculty for promotion under Career Advancement Scheme has been devised by the Institute as per AICTE, New Delhi Regulations 2010 and 2012. The same is attached at **APPENDIX**.



15. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

COUNTING OF PAST SERVICE

16. The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the AIT will not be considered towards promotion under CAS.

SCREENING CUM VERIFICATION COMMITTEE for STAGE 1 to STAGE 2 and STAGE 2 to STAGE3

17. All CAS promotions application forms will be submitted to "Screening cum Verification Committee"

18. The CAS promotions of a lower grade to a higher grade of Assistant Professor (**for STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3**) shall be decided by a "Screening cum Verification Committee".

19. The Screening Cum Verification Committee shall consist of the following:

Screening CUM Verification Committee

(i)	Head of the Dept. to be nominated by the Director / Principal	: Chairman
(ii)	Two Professors or Associate Professors of the Department to be nominated by the Director	: Member
(iii)	One Professor or Associate Professor of other Department	: Member

20. The Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.

21. To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.

22. The Screening Cum Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s).

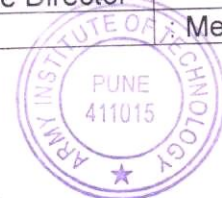
23. The CAS application forms for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) will be forwarded to Selection committee after verification of above 6.2 and 6.3

SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

24. Selection Committees

(a) The Selection Committee for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) shall consist of :-

(i)	Director / Principal	: Chairman
(ii)	One Expert from the Directory of Subject Experts approved by the Director to be nominated by the Director	: Member
(iii)	HOD to be nominated by the Director/Principal	: Member



(iv)	Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the Director be included).	: Member
------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

(b) The Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s) for further processing of selection by University Selection Committee.

(c) Recommendations of the Selection Committee will be placed before the Director / Chairman, for final approval and subsequent issue of promotion/appointment orders.

(d) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it.

DIRECTORY OF SUBJECT EXPERTS

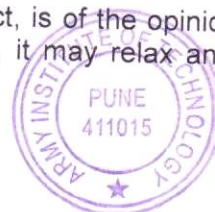
25. The Institute will create a panel of Subject Experts and update it preferably on annual basis.
26. The list will be prepared by taking inputs from Departments. Director / Principal may also add extra names or delete some from the list.
27. Normally, the experts should be drawn from NITs, IITs, IIMs, NITTTRs, IISERs, IISc, IEST, Centre / State University Departments, major R&D Laboratories/Technical & R&D Institute of repute such as CSIR, ICAR, DAE, ISRO, DRDO etc., CFTIs, major industry and top 100 NIRF Ranking Institutes' of current year.
28. The list, along with postal and electronic address, designation, specialization and other relevant particulars of proposed experts is to be placed before the Board of Management for approval.
29. It is extremely important that the suggested panel of experts is examined critically by the Board and any member with questionable integrity is removed.
30. Normally, the experts shall be invited by the Director from the approved Directory of Subject Expert. However, in case the experts from the approved Directory is / are unable to attend / not available, the Director may invite experts other than those in the Directory of Experts preferably from IITs / NITs, with intimation to the Chairman.

RESIDUARY MATTERS

31. In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE and other Orders applicable to the teaching employees of the AIT in general.

POWER OF RELAX

32. If the BOM, on recommendations made by the Director to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, it may relax any of the provisions of these Rules.



REPEAL AND SAVINGS

33. All the earlier guidelines/decisions of any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

INTERPRETATIONS

34. Any question relating to interpretation of these Rules, the decision of the College Management will be final unless otherwise specifically included in these Rules.

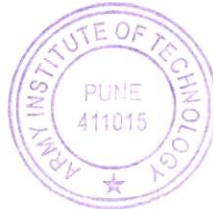
ABBREVIATIONS RELATED TO THESE RULES AND REGULATIONS

- (a) "API" means Academic Performance Indicators
- (b) "PBAS" means Performance Based Appraisal System
- (c) "TEQIP" means Technical Education Quality Improvement Programme.
- (d) "CPC" means Central Pay Commission
- (e) "ISTE" means Indian Society for Technical Education
- (f) "NITTR" means National Institute Technical Faculty Training & Research
- (g) "IIT" means Indian Institute of Technology
- (h) "DTE" means Directorate of Technical Education
- (i) "NIT" means National Institute of Technology
- (j) "DRDO" means Defence Research and Development Organization
- (k) "SCI" means Science Citation Index
- (l) "NIRF" means National Institute Ranking Framework
- (m) "NPTEL" means National Programme on Technology Enhanced Learning
- (n) "QIP" means Quality Improvement Programme
- (o) "HAG" Means Higher Administrative Grade

File No : AIT/00351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 08 Nov 2021



(Handwritten signature)

(Abhay A Bhat)
Brig
Director

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Appendix
(SOP For Guidelines / Rules For
Promotion Of Faculty Under Career
Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY
PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

Application for Promotion from _____

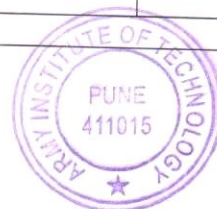
Period of Assessment for the purpose of promotion (including grace period, if any)
From _____ to _____

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS ?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwords) :

Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree (BE/ B. Tech)					
Master's Degree (ME/ M. Tech)					
Ph. D.					
D. Sc. / D. Litt					
Other Exam (if any)					
Serial Number of Proof Attached _____					



12. Record of Service in AIT

Designation	Essential Qualification for the post at the time of Appointment	Nature of Appointment (Regular / Fixed Term / Temporary / Adhoc)	Nature of Duties	Pay Scale	Period		Total Experience
					From	To	

13. Total period of Teaching Experience in AIT (in years) :

14. Short Term Courses Attended :-

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency

Serial Number of Proof Attached _____

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. Any other relevant information :-

17. Future Plans

(Please Provide a brief write up of your future plans for teaching and research)

(a) Teaching : _____

(b) Research : _____

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- (i) Graduation Marksheet / Degree
- (ii) Post - Graduation Marksheet / Degree
- (iii) M. Phil. Degree
- (iv) Ph. D. / M. Phil. Degree
- (v) Experience Certificate other than AIT



- | | | |
|--------|-------------------------------------------------------|--------------------------|
| (vi) | Post-Doctoral Fellowship | <input type="checkbox"/> |
| (vii) | Award(s) / Fellowship(s) | <input type="checkbox"/> |
| (viii) | Research Publications including Books | <input type="checkbox"/> |
| (ix) | Research Guidance (No. of Students Guided) | <input type="checkbox"/> |
| (x) | Research Project | <input type="checkbox"/> |
| (xi) | Papers presented in Seminar / Conferences / Workshops | <input type="checkbox"/> |
| (xii) | Peer recognition / citation of publications | <input type="checkbox"/> |
| (xiii) | Consultancy undertaken | <input type="checkbox"/> |
| (xiv) | Others | <input type="checkbox"/> |

Total Number of above self-attested testimonials attached _____ (in words _____)

Note : Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, Value etc where relevant)
Serial number of Proof Attached, if any _____	

CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Date :

Name _____

Verified by Reporting Officer / HoD

Date :

Signature of Head of Department

Note : The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.



Name : _____ Present Designation : _____

Department : _____

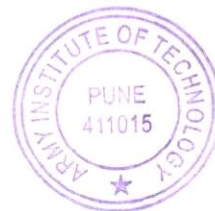
INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No
6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee :

The candidate is eligible /non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members



Name : _____ Present Designation : _____

Department : _____

INFORMATION TO BE FILLED BY THE OFFICE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars

