

Notification

The Executive Council, vide On Spot Item No. 1 of its meeting held on 02.01.2026 while considering the recommendations dated 21.11.2025 of the committee constituted by the Vice Chancellor vide notification No. 9-1/22-HPU(Genl.) Vol. -II dated 07.11.2025 to frame/devise guidelines/criteria for counting of past services in respect of the teachers who have rendered their services in the government and private colleges/institutes, under UGC Regulations for the Career Advancement Scheme (CAS), had decided as under:

"The Executive Council after discussion decided that the matter be taken up with the Administrative Department for consideration and approval".

Further, the Executive Council in its meeting held on 28.03.2026 while confirming the Action Taken of on spot item No. 1 of its earlier meeting held on 02.01.2026 and after perusing the approval of the State Govt. received vide letter No. EDU-B015/24/2023-128323 dated 28.03.2026 has approved the implementations of the Guidelines/criteria devised by the Committee in its meeting held on 21.11.2025 in the University as under:

1. Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor, provided that:
 - (a) The essential qualifications for the post held were not lower than those prescribed by the UGC for Assistant Professor, Associate Professor, and Professor, as the case may be.
 - (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the posts of Assistant Professor, Associate Professor, and Professor.
 - (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
 - (d) The post was filled in accordance with the prescribed selection procedure as laid down in the UGC Regulations.
 - (e) The previous appointment was not as a guest lecturer for any duration.
 - (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for

Assistant Professor, Associate Professor and Professor as the case may be

- (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee as prescribed by the UGC
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.
2. Counting of eligible past services rendered by teachers, i.e., Assistant Professor, Associate Professor, and Professor, shall be considered only for the first/subsequent stage of promotion after completion of probation and confirmation at Himachal Pradesh University, Shimla, provided that:
 - (2a) Past services were rendered against substantive sanctioned posts.
 3. The eligible past service of an institution immediately preceding joining Himachal Pradesh University, Shimla, will only be considered for linear CAS promotion stepwise.
 4. Counting of eligible past services of Assistant Professor shall be considered only for the grant of Senior Scale/Academic Level-11 (Stage I, Academic Level-10 to Stage-II, Academic Level-11) and not for Selection Grade (Stage III, Academic Level-12), owing to the fact that such faculty has to render 05 years of regular service in Stage II in order to be eligible for the grant of Selection Grade (Stage III, Academic Level-12).
 5. Any claim for the counting of eligible past services shall be considered at the time of the first CAS promotion only, after joining the Himachal Pradesh University. Subsequent claims for counting of the past service at later stages of the career shall not be entertained.
 6. Further, the eligible past services thus counted shall be considered for the purpose of CAS promotion only and shall not be considered for seniority.
 7. Past services shall be counted for CAS promotion if the candidate had applied through the proper channel only, for Direct recruitment.
 8. All the eligible past services shall be in continuation and without any break.
 9. The date of eligibility arrived at after counting of past service is subject to the overall eligibility of the candidates as per the operative UGC regulations.
 10. The claim of the candidate for counting of eligible past services shall be considered subject to the mandatory submission of the following documents and relevant proofs:
 - i. Status of institution where services were rendered, whether it is State/Govt./Central Govt./P.S.U./Autonomous Body/Private (Copy of notification, charter, or any relevant

document in support of the status of institution be enclosed).

- ii. Copy of the advertisement
 - iii. Composition of the Selection Committee
 - iv. Appointment letter, with proof that candidate was appointed against substantive sanctioned post.
 - v. Relevant proof for terms of appointment: Permanent/Ad-hoc or Temporary or contractual service.
 - vi. Proof of the pay scale, gross salary, along with emoluments drawn at par with regular teachers.
 - vii. Last pay certificate
 - viii. Whether applied through the proper channel (a copy of the NOC).
 - ix. Had the candidate continued at the previous institution, had he got CAS promotion for services rendered at that institution, as per UGC regulations? (relevant document from previous institution).
 - x. The candidate shall submit an affidavit declaring that their past service is/was in continuation and without any break.
 - xi. Month-wise salary receipts in respect of past service, which are sought to be counted.
 - xii. A copy of the up-to-date service book attested/verified by the previous employer.
 - xiii. Form-16 issued by the previous employer for the years for which the benefit of counting of past service is being sought.
 - xiv. The copy of filled-in ITR forms for the years for which the benefit of counting of past service is being sought.
11. The past service will be counted toward CAS promotion, subject to the fulfilment of other eligibility conditions as per the operative UGC regulations.

REGISTRAR

25 APR 2026

Endst. No. as above

Dated: Shimla-5, the

Copy to:

1. The Dean of Studies/ DSW/Chief Warden, HPU, Shimla-5
2. All the Deans of Faculty/ Dean-cum-Director, CDC/ Dean, Planning & Teacher's Matters, HPU, Shimla-5
3. All the Chairpersons/ Directors of the Teaching Departments, HPU, Shimla-5
4. The Director, ICDEOL/UIT/IQAC/HRDC/PECC/PRC/ DIS/ AERC, Shimla-5/ UCBS/ UILS, Shimla-4 /HPU Regional Centre, Dharamshala, District Kangra H.P.
5. The Principal, HPU Department of Evening Studies, Shimla-1
6. The Deputy/ Assistant Registrar (Estt./Rectt./Finance) HPU, Shimla-5
7. The Dealing Assistant Meeting, (GAD), HPU, Shimla-5 with the direction to report action taken to the Executive Council.
8. The Supdt. (Creation/Regulation/Committee), HPU, Shimla-5.
9. The Secretary/ SPS to VC/PVC/ PS to Registrar, HPU, Shimla-5
10. Guard File.

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