Estd. – 2009
A Government Engineering College
E-mail – pmecbam@gmail.com
Website – www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(Affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BRAHMAPUR: DIST.:-GANJAM: PIN – 761003

****

No. PMEC/Estt./ 4915 . **Date: 26 / 11 2026.**

Notification for CAS-November 2026

In pursuance of letter No. SDTE-HTE-HTE-II-0042-2017/6073 dated 13.09.2025 of SD&TE Department, Govt. of Odisha, all eligible teacher of the college may apply in the prescribed format available in the college website, for his /her promotion from the present Level to next higher Level under Career Advanced Scheme (CAS) by filling the form in Annexure -I (Part-A, Part-B, Part-C, Part-D, Part-E and Part-F) with all supporting documents. The application, through proper channel must reach the Establishment Section on or before 31.12.2026.

General Instructions

1. Teachers who are eligible for CAS promotion by last date of notification may apply.
2. The prescribed application form can be down loaded from the college website.
3. The deadline to acquire mandatory requirements as given in Annexure II for CAS promotion was 31st December, 2024.
4. The applicant shall submit two sets of duly filled-in application form with requisite self attested relevant documents in support of academic qualification, teaching & research experience, all research publication (First page), data/information given in 360 feedback score for all academic years of the assessment period, FDP MOOCS course, industrial / professional trainings, Ph.D. guided etc. as detailed in the form. The candidate may increase the number of rows / adjust columns / use extra sheets in prescribed format wherever required.
5. Candidate shall produce the original degree certificates of educational qualifications starting from UG to Ph.D. and all other relevant original documents for verification for the time of scrutiny/interview.
6. Candidate shall enclose his/her best full research publications, as applicable in Annexure II.
7. An applicant shall enclose the copy of his/her appointment/promotion order of present position.
8. The incumbent faculty shall authenticate each page of the application form and enclosures by his/her full signature with date indicating the page number at the bottom right hand corner (n/N format).
9. Any other in support of data /information given in the application may be attached.

P.T.O.

10. Applications received in-complete form or not in prescribed format shall be liable to be rejected.

11. The incumbent faculty members are required to appear before the Screening-cum-Evaluation Committee (SEC) for scrutiny of their application forms and evaluation of feedback score etc. The faculty members recommended by the SEC will then be evaluated by the Selection Committee (SC) through an interview process. The candidate has to secure minimum of 50 marks out of 100 in the interview to qualify for promotion. Failure to appear before the SEC and SC at the scheduled date and time, for any reason whatsoever, will result in forfeiture of all claims to promotion.

Note : It is also made clear that the candidature of the candidates for the promotion is purely provisional. The candidature is liable for rejection in the event of inadequacy/deficiency found at any stage during or after the selection.

26.11.2026

Principal
PMEC, Brahmapur
PRINCIPAL
Parala Maharaja Engineering College
Berhampur

Memo No. 4916 Date : 26 / 11 /2026

Copy to:

1. The College Notice Board for information of all faculty members.
2. All HoDs of the College. He/She is requested to circulate this notification among the faculty members of his/her department.
3. The Dean (F&P) to upload the notification along with the Application Form in college website.
4. The Additional Secretary to Government, SD & TE, Government of Odisha for kind information and necessary action.

26.11.2026

Principal
PMEC, Brahmapur
PRINCIPAL
Parala Maharaja Engineering College
Berhampur

Annexure-I

APPLICATION FORM FOR PROMOTION

(To be filled up by the candidate).

Advertisement No. _____ Dated: _____

Name of the Department: ……

Name of the Present Post: ……

Name of the Post applied for: ……

Applied for Promotion from Level……to Level…….

Domicile: (Write the name of the State)

Paste the colour Passport size Photograph

PART A: PERSONAL INFORMATION

1	Full Name of the Candidate (in Block Letters)	:
2	Father/ Husband's Name	:
3	Category (Gen/SC/ST)	:
4	Employee Code	:
5	Name of the Department	:
6	Date of Birth (as per HSC or Equivalent Certificate)	:
7	Current Designation	:
8	Date of Joining in college	:
9	Date of Joining in the Present post	:
10	**Date of eligibility for promotion** (i.e., satisfying all eligibility criteria for promotion)	:
11	**Basic Pay and Pay Level as on the last date of Application**	:
12	Sex (M/F)	:
13	Nationality	:
14	Religion	:
15	Marital Status	:
16	Aadhaar No	:
17	Contact Number (Mobile)	:
18	E-mail	:

Full Signature of the Candidate

PART B: ACADEMIC QUALIFICATIONS AND EXPERIENCE

1. Academic Qualifications (Attach Xerox Copies of the Documents as Annexure……)

Sl. No	Exam Passed	Name of the School/ College	Board/ University	Year of Passing	Mark secured/ CGPA	Full Mark	Division
1.	HSC or Equivalent						
2.	+2 Sc./I.Sc/ Diploma (Engg.)						
3.	B.Sc(Engg)/BE/B.Tech						
	B. Sc/B.A						
4.	M.Sc(Engg)/ME/M.Tech						
	M. Sc/M.A						
5.	Ph.D						
6.	Post Doc. if any						

2. Record of regular services: (Attach Xerox Copies of the Office Orders as Annexure…..)

Name of Organization	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment	Pay-Scale and Monthly Gross Salary	Period		Total Experience
					From	To	

3. Total period of Teaching Experience in institution (in Years):

4. Information on Qualification & Experience (Attach Xerox Copies as Annexure……)

Qualification	No. of required years of experience after joining the present post as per Notification	Actual date of acquiring the qualification	No of years completed on the present position

5. Details of Ph. D Degree Awarded as Supervisor/Co-Supervisor (Copy of the University/Institute notification to be enclosed as Annexure……)

Sl. No.	Name of the Ph. D Scholar	Name of the Department & Institution	Name of the Degree awarding Institution/ University	University Notification No. & Date of award	Name of the Guide	Name of the Co-guide if any
1						
2						

Full Signature of the Candidate

PART C: DETAILS OF THE TRAINING UNDERGONE

(Provide the information **for the assessment period only** as Annexure).

1. Number of FDP attended during the period under consideration after joining in the present position 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. (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	Sponsoring Agency/ Approved by	No. of Weeks
	From Date:	To Date:				
1						
2						

2. Number of FDP in advanced pedagogy attended, organized 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, during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	Sponsoring Agency/ Approved by	No. of Weeks
	From Date:	To Date:				
1						
2						

3. Number of MOOCS course with E-Certification by NPTEL-AICTE (at least eight weeks duration) attended during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	No. of Weeks
	From Date:	To Date:		
1				
2				
3				

4. Industrial/Professional Training attended during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	No. of Weeks
	From Date:	To Date:			
1					
2					
3					

Full Signature of the Candidate

PART D: RESEARCH PUBLICATIONS

(Provide the information **for the assessment period only** and Enclose 1st page of published paper as Annexure).

1. List of Research publications in SCI Journals/UGC/ AICTE approved list of journals

Sl. No	Authors	Title	Journal	Vol./No./Yr./pp	ISSN/ISBN No.	Indexed In	Whether corresponding or First author
1							
2							

2. List of Full papers published in Conference Proceedings

Sl. No	Authors	Title	Conference name	ISSN/ ISBN No.	Month & Year of publication	Indexed In	Whether corresponding or First author
1							
2							

3. List of Completed / Ongoing Sponsored Projects

Sl. No	Title of the Sponsored Project	Sponsoring Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether PI / Co-PI
			From	To	Years		
1							
2							

4. List of Completed / Ongoing Consultancy Projects

Sl. No	Title of the Consultancy Project	Sponsored Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether PI / Co-PI
			From	To	Years		
1							
2							

Full Signature of the Candidate

5. List of Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No	*Title of the Paper presented	Title of Conference/ Seminar etc	Date/duration of Event.	Organised by	Whether International/ National/ State/ Regional/ University or College Level
1					
2					

*The presented paper, if published in Conference Proceedings, should not be included.

6. List of Invited Lectures and Chairmanships at National or international Conference/ Seminars

Sl. No	Title of the Lecture/ Academic Session	Title of Conference/ Seminar etc	Date/duration of Event.	Organised by	Whether International/ National/ State/ Regional/University or College Level
1					
2					

7. List of STC/FDP/Workshop/Seminar/Conference/Internshipsconducted/organized.

Sl. No	Title of the Programme	Sponsored Agency	Duration			Role
			From	To	Years	
1						
2						

8. List of IPR/Patent / Technology Transfer / Product / Process.

Sl. No	Title of the Patent / Technology Transfer / Product / Process	Sponsored Agency (If any)	Status (International / National) (Awarded / Filed) / Status of Technology Transfer / Product / Process
1			
2			

9. The incumbent faculty members applying for the post of Associate Professor and Professor are required to submit the following (Copy of the write-up and project proposal to be enclosed as Annexure……)

(i) A brief write-up on prospective research/innovation plan.

(ii) A detailed project proposal intended for submission to a funding agency.

Full Signature of the Candidate

PART E: CALCULATION OF CREDIT POINTS

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max. Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure no.
1						
2						
3						
4						
		Total				

B. Students' feedback (Max. Points 25)

S. No.	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				
3				
		Total		

C. Departmental Activities (Max. Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
		Total			

D. Institute Activities (Max. Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
		Total			

Full Signature of the Candidate

E. ACR maintained at institute level (Max. Points 10) (For Official Use Only)

S. No.	Year	Activity	Credit Point*	Criteria	Enclosure no.
1		ACR			
2		ACR			
3		ACR			
Average					

* Extraordinary: 10; Excellent: 9; Very Good: 8: Good: 7: Satisfactory: 5

F. Contribution to Society (Max. Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
		Total			

Full Signature of the Candidate

SUMMERY OF 360^0 FEEDBACK SCORE

(To be filled/verified by the Screening-cum-Evaluation Committee)

Summary	AY 1	AY 2	AY 3	AY 4	AY 5
A. Teaching Process (Max Points 25)					
B. Students' feedback (Max Points 25)					
C. Departmental Activities (Max Points 20)					
D. Institute Activities (Max Points 10)					
E. ACR (Max Point 10)					
F. Contribution to Society (Max Points 10)					
Total (Max Points 100)					
Total on 10 Point Scale					
Average on 10 Point Scale					

PART F: OTHER RELEVANT INFORMATION

1. Any other Credentials/Significant Contributions/Awards received during Assessment Period

Sl. No	Details of credentials/Significant Contributions/Awards received
1	
2	
3	

2. Information on court cases

a. Have you filed any Court cases against the College/Govt. for promotion:

b. Have you ever been convicted by any Court of Law:

c. Is there any Court case/Criminal/Vigilance Proceeding pending against you or disposed of:

3. Whether there is any discontinuity in service during period of consideration for promotion:

If yes, mention the details

List of Enclosures:

1.

2.

3.

4.

5.

Full Signature of the Candidate

Declaration by the Teacher/Candidate for Promotion

I,_____, son/daughter of _____, working as _____, Department of _____of ……..(College Name) hereby declare and certify that the information provided by me in this application for promotion along with the enclosures are correct and if at any point of time it is found to be false/forged, then the college may take any action against me for which I shall have no objection.

Total number of pages enclosed: _____[Application (____page) + Annexure (____pages)]

Date:
Place:
Designation:

Full Signature of the Applicant
Full Name:

Annexure-II

Minimum Eligibility Criteria for different Level of Promotion to have acquired by 31.12.2024

SN	To have acquired in the cadre of Assistant Professor (Level 10)				
	***Educational Qualification**	**Training**	**Experience (Years)**	**Research Publications in SCI/UGC/AICTE approved Journals**	**Avg 360^0 Feedback Score (out of 10)**
1	B, Tech and M. Tech with First Class at either level	Two weeks of FDP in the relevant area out of which at least one of the FDP shall be in advanced pedagogy 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** One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE **OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. **AND** Completed minimum two weeks of relevant Industrial Training / Professional Training	4	2	8 to 10
2			5	1	8 to 10
3			5	2	5 to <8
	To have acquired in the cadre of Assistant Professor (Senior Scale) (Level 11)				
1	B, Tech and M. Tech with First Class at either level	Two weeks of 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** One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE **OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. **AND** Completed minimum two weeks of relevant Industrial Training / Professional	4	1	8 to 10
2			4	2	5 to <8

		Training				
	To have acquired in the cadre of Assistant Professor (Selection Grade) (Level 12)					
1	Ph.D. degree and First class at either Bachelor's or Master's level	Two weeks of 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** One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE **OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. **AND** Completed minimum two weeks of relevant Industrial Training / Professional Training		3	2	5 to <8
2				3	1	8 to 10

SN	**Qualification**	**Ph.D. guided**	**Total Exp. (Years)**	**To have acquired in the cadre of Associate Professor (Level 13 A)**		
				Experience (Years)	**Research publications in SCI /UGC/AICTE approved journals**	**Avg. 360° feedback score (out of 10)**
1	Ph.D. degree and First class at either Bachelor's or Master's level	1	15	3	6	8 to 10
2		2	15	3	6	5 to <8
3		-	16	3	4	8 to 10

***** The educational qualifications for faculty in Basic Science and Humanities shall be in accordance with the UGC Regulation, 2018. Except for this provision, all other terms and conditions outlined in this Notification remain unchanged across all disciplines.