GUIDELINES FOR APPLYING FOR CAREER ADVANCEMENT OF TEACHERS / LIBRARIANS / PHYSICAL EDUCATION PERSONNEL

1.	(i)	Assistant Professors / Equivalent possessing Ph.D. Degree in the relevant discipline shall be eligible for moving to the next higher grade – stage 2 (Pay Matrix Level 11 Rs.68900-205500) after completion of four years of service as Assistant Professor.
	(ii)	Assistant Professors/ Equivalent possessing M.Phil. Degree or post–graduate Degree in professional courses shall be eligible for moving to the next higher grade – stage 2 (Pay Matrix Level 11 Rs.68900-205500) after completion of five years of service as Assistant Professor.
	(iii)	Assistant Professors / Equivalent who do not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for moving to the next higher grade – stage 2 (Pay Matrix Level 11 Rs.68900-205500) only after completion of six years of service as Assistant Professor.
2.	Assistant Professors / Equivalent who have completed five years of service in the second – stage 2 (Pay Matrix Level 11 Rs.68900-205500) shall be eligible for moving to the next higher grade – stage 3 (Pay Matrix Level 12 Rs. 79800-211500).	
3.	Assistant Professors / Equivalent who have completed three years of experience in teaching / research / extension in third grade – stage 3 (Pay Matrix Level 12 Rs. 79800-211500) shall be eligible for moving to the next higher grade – stage 4 (Pay Matrix Level 13A Rs.131400-217100) and to be designated as Associate Professor.	
4.	Associate Professors/ Equivalent who have completed three years of experience in the teaching / research / extension in the concerned subject as Associate Professor in the (Pay Matrix Level 13A Rs.131400-217100) and possessing Ph.D degree in the relevant discipline shall be eligible for appointment to the post of Professors in the (Pay Matrix Level 14 Rs.144200-218200).	
5.	The other stipulations as mentioned in the ASRR of TNJFU and the University orders shall apply	
6.	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.	
7.	Photocopies of the first page of reprints of article list / publications / certificates / testimonials / proof for research guidance, etc. should be appended with the application.	
8.	Books/Manuals/Reports etc. should be produced at the time of Interview.	
9.	The application with all particulars should be submitted to the Registrar through the Heads of Office and University Officers concerned.	
10.	The particulars received after the due date will not be entertained.	

REGISTRAR