

**DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM
dtekerala@gmail.com
0471-2561307**

No: DTETVM/11377/2025-AICTE2 (EC)

Date:06-01-2026

CIRCULAR No. 3/2025

**Technical Education - Placement under Career Advancement Scheme(CAS) - 7th
CPC -Applications from qualified Lecturers & HODs called for - Reg.**

Read:

1. GO(Ms) No. 77/2021/HEdn dated 16.02.2021
2. GO(Ms) No 291/2022/HEdn Dated 10.06.2022
3. AICTE Notifications dated 01.03.2019 and 20.05.2020 and AICTE Public Notice dated 10.03.2025.

Applications were invited for CAS placements from all qualified Lecturers/HODs as per the G.Os and AICTE notifications referred 1st to 3rd above, of both Govt. and Aided Polytechnics under this Directorate. They are requested to forward their application for CAS placement along with the Proforma appended, duly filled in, in terms of the CAS guidelines for placement of faculty under Career Advancement Scheme as stipulated in the above G.Os and AICTE Regulations. All applicants claiming such placement under CAS shall be forwarded after proper attestation of Head of Institution. In case of Aided Polytechnics, the applications and attested copies of relevant documents along with Service Book should be directed through the RDTEs concerned.

For counting of previous experience as per clause 5.0 of the Government order read 2nd above for placement under CAS, relevant documents to prove all the conditions stipulated in the Govt order should be produced. Past service will be counted strictly as per the conditions stipulated in G.O referred 2nd above or the government orders issued from time to time in this matter. No further claims should be taken into consideration.

The Screening Committee and Selection Committee constituted as per the directions contained in GO cited above will evaluate the applications and duly recommended applications by the Committees will be placed appropriately.

The applications should be forwarded along with the following documents and should reach this office before the last date.

1. Attested copy of appointment order as Lecturer, details of declaration of probation, LWA details if any, details of disciplinary action if any during the assessment period. Wrong information about LWA will be viewed seriously.
2. Copies of certificates of qualification duly verified and attested by the Head of Institution/Joint Director as the case may be.
3. Undertaking of the beneficiaries duly countersigned by the Head of Institution/Joint Director as given in the application format.
4. Duly filled application should be countersigned by the Head of Institution /Joint Director as the case may be.

5. Service book in the case of beneficiaries of Aided Polytechnic Colleges
6. The Qualification date (either provisional certificate or M.Tech certificate) should be produced,any change in the date of M.Tech or placement based on that will not be considered after placing the incumbents once.
7. The faculties joined on or after 15.02.2021 are eligible for 7th CPC CAS
8. In the case of CAS placement for Level 13A1 the publications as per the AICTE Regulations ,2019 should be followed and relevant documents like Certificate of publication, link of publication and hard copy of the publications should be submitted. An undertaking in the prescribed format attached along with the proforma should be produced with the Counter signature of the Head of the Institution.
9. If the faculties are reverted if any, specify the reversion period as notional or not to be mentioned and the concerned order should be attached.
10. The self attested service history available in Spark individual login should be produced
11. The self attested A G statement available from ksemp site should be produced.
12. Separate applications should be forwarded for each Level along with the required documents for that placement.

The last date of receipt of application will be 30.01.2026

JAYAPRAKASH P
DIRECTOR

To

All the Principals of both Government and Aided Polytechnic College.(Through DTE website)

Signed by
Jayaprakash P
Date: 06-01-2026 11:12:06

**APPLICATION FORM FOR PLACEMENT UNDER CAREER
ADVANCEMENT SCHEME(CAS) TO LECTURERS IN ENGINEERING
SUBJECTS OF GOVERNMENT AND AIDED POLYTECHNIC COLLEGES
AND LECTURERS IN NON ENGINEERING SUBJECTS IN AIDED
POLYTECHNIC COLLEGES IN KERALA AS PER AICTE
REGULATIONS, 2019**

(As per G.O.(Ms) No.97/2021/HEdn dated 16.02.2021 and G.O.(Ms) No.291/2022/HEdn dated 10.06.2022)

Application for promotion from Level _____ to Level _____

(Lecturer (Level 9A) to Lecturer (Level 10) / Lecturer (Level 10)to Lecturer (Senior Scale) (Level 11), / Lecturer(Senior Scale)(Level11)to Lecturer Selection Grade-I(Level12)/Lecturer Selection Grade- I (Level 12) to Lecturer (Selection Grade -II) (Level 13A1))

Post with AGP	Date of Placement	Order No & Date

15. Details of initial placements in AICTE(7th CPC) Scheme

Post with Level	Date of Placement	Order No & Date

16. Qualification (*Attested copies of certificates to be attached*)

Degree	Institution	University	Date of acquiring Degree

17. Previous Experience

(Details of previous experience prior to entering into Polytechnic College Service as per Clause 5 of GO (MS) No.291/2022/HEdn dated 10.06.2022)

Organization/Firm	Designation & Entry Level Qualification	Period From-To	Nature of Work & Pay scale	Mode of Appointm

Total Experience as above..... Years (Maximum 5 years)

18. Industrial Training

Organization/Firm	Period From-To	Nature of Training

19. Faculty Development Programs (FDP) attended

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Name of Course/ SummerSchool	Place	Duration	Sponsoring Agency

20. 360° Feedback Details

**Calculation of
Credit Points**

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No.of Scheduled Classes	No.of actually held classes	Point	Enclosure no.
1						
2						

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B. Students' feedback (MaxPoint 25)

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

C. Departmental Activities (Max credit 20)

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

D. Institute Activities (Max Credit 10)

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

E. ACRs maintained at institute level (MaximumPoints10)

S. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

F. Contribution to Society (MaximumPoints10)

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

Summary	Academic Year				
	20____-____	20____-____	20____-____	20____-____	20____-____
A. Teaching Process (MaxPoints25)					
B. Students' feedback					

	(MaxPoints25)			
C.	Departmental Activities (MaxPoints20)			
D.	Institute Activities (MaxPoints10)			
E.	ACR (MaxPoints10)			
F.	Contribution to Society (MaxPoints10)			
Total(MaxPoints100)				
Total on10 Point scale				

21. Details of Research Publications

Other Relevant Information

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

Sl No	Details	Year	Remarks

LIST OF ENCLOSURES

(Please attach, copies of certificates, sanction orders, papers, etc. wherever necessary)

SlNo	Details	SlNo	Details
a	Copy of PSC Advice	f	Certified copy of research publications*
b	Copy of appointment Order	g	Self appraisal for the period
c	Copy of Declaration of probation in all post	h	360°feedback details
d	Copy of Certificate of Qualification*	i	Certified copies of relevant documents of Previous experience
e	Copy of Certificate of short term courses / refresher courses attended*	j	Other relevant documents if any

(*copies should be attested by HoD/Principal)

I certify that the information provided is true and correct to the best of my knowledge and as per records available and/ or documents enclosed along with the duly filled proforma.

Signature of the faculty with Designation, Place & Date

Signature of HOD

Signature of Principal

UNDERTAKING

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised Scale or grant of inappropriate pay band or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature

Name

Designation

PEN

College

Date

Station

Undertaking

(by those who submits research publications to be written in their own handwriting and with signature with name , PEN, and Designation.)

I hereby declare that the documents submitted are not forged and that if found to be so, I am willing to take full responsibility and return the excess amount received by the forged documents.