

GUIDELINES FOR HOW TO FILL
CAREER ADVANCEMENT SCHEME (CAS)
PROFORMA IN SAMARTH PORTAL



CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India]
New Delhi – 110 058

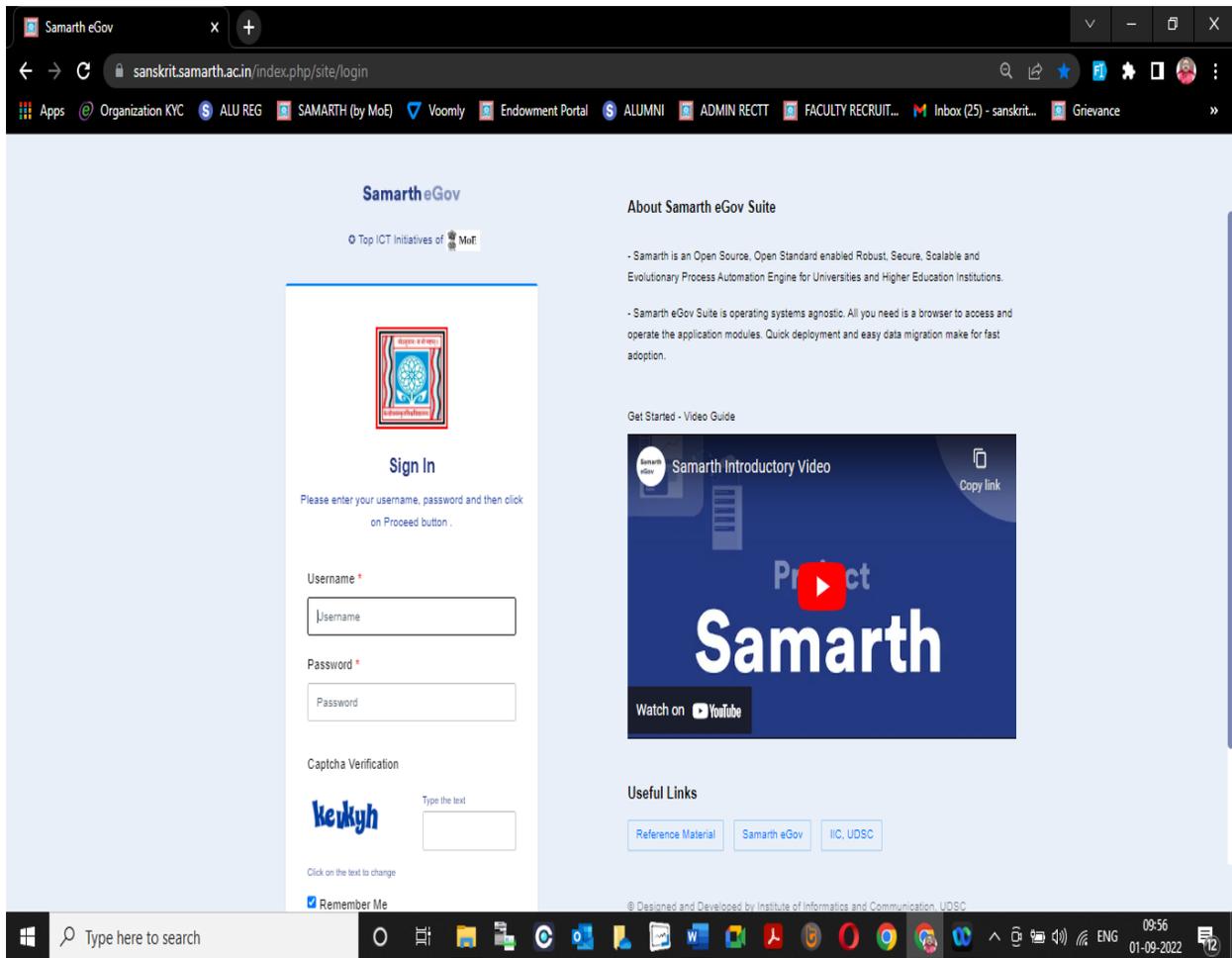
CAREER ADVANCEMENT SCHEME

The following is the procedure for applying the application for 'Career Advancement Scheme' through CSU SAMARTH portal.

Permanent Employees (Teaching Faculty only) those who are eligible for CAS and as per directions of Competent Authority of CSU, are only requested to fill the form.

The Teaching Faculty are requested to kindly open the following CSU SAMARTH Employee URL <http://sanskrit.samarth.ac.in>

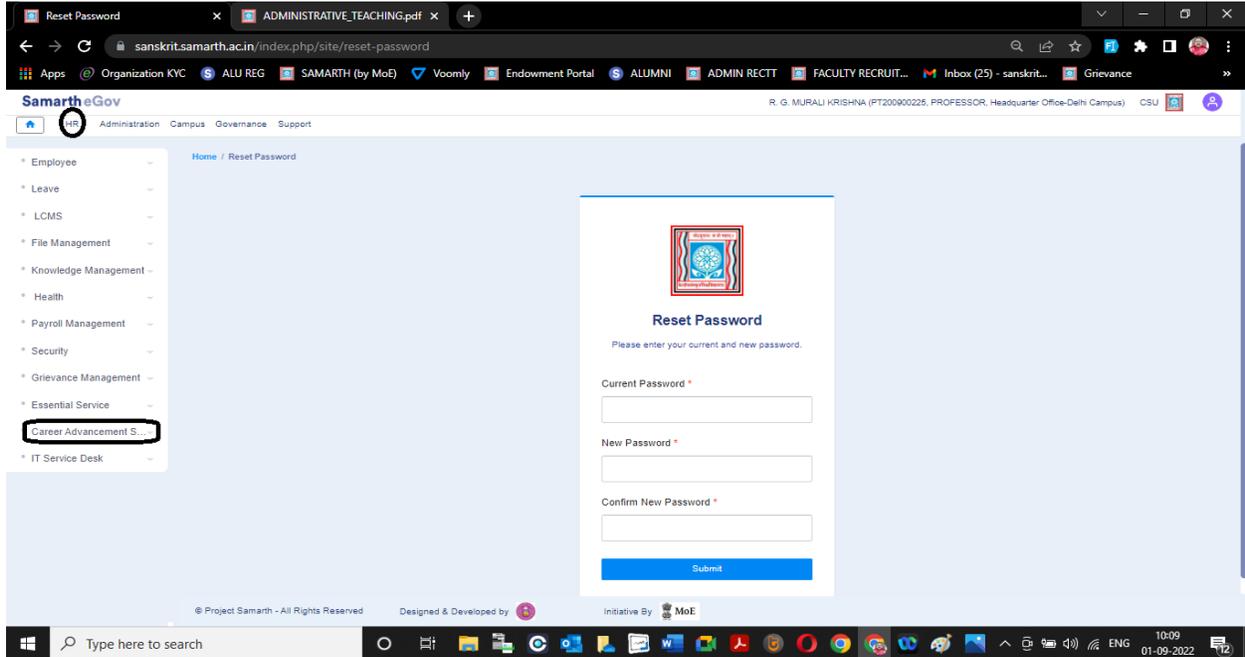
Step-1: After opening the URL, the screen will appear as below:



The screenshot shows the login interface of the Samarth eGov portal. The browser address bar displays the URL sanskrit.samarth.ac.in/index.php/site/login. The page header includes the Samarth eGov logo and the text 'Top ICT Initiatives of MoE'. The main content area is divided into two columns. The left column contains a 'Sign In' form with the following elements: a header image, a 'Sign In' title, a prompt to enter username and password, input fields for 'Username' and 'Password', a 'Keekyh' Captcha Verification section, and a 'Remember Me' checkbox. The right column contains an 'About Samarth eGov Suite' section with two bullet points, a 'Get Started - Video Guide' section featuring a video player for 'Samarth Introductory Video', and a 'Useful Links' section with three buttons: 'Reference Material', 'Samarth eGov', and 'IIC, UDSC'. The footer of the page states '© Designed and Developed by Institute of Informatics and Communication, UDSC'. The Windows taskbar at the bottom shows the system time as 09:56 on 01-09-2022.

Enter Your SAMARTH Employee ID or e-mail registered with the Account and then the Password and further CAPTCHA to access the details.

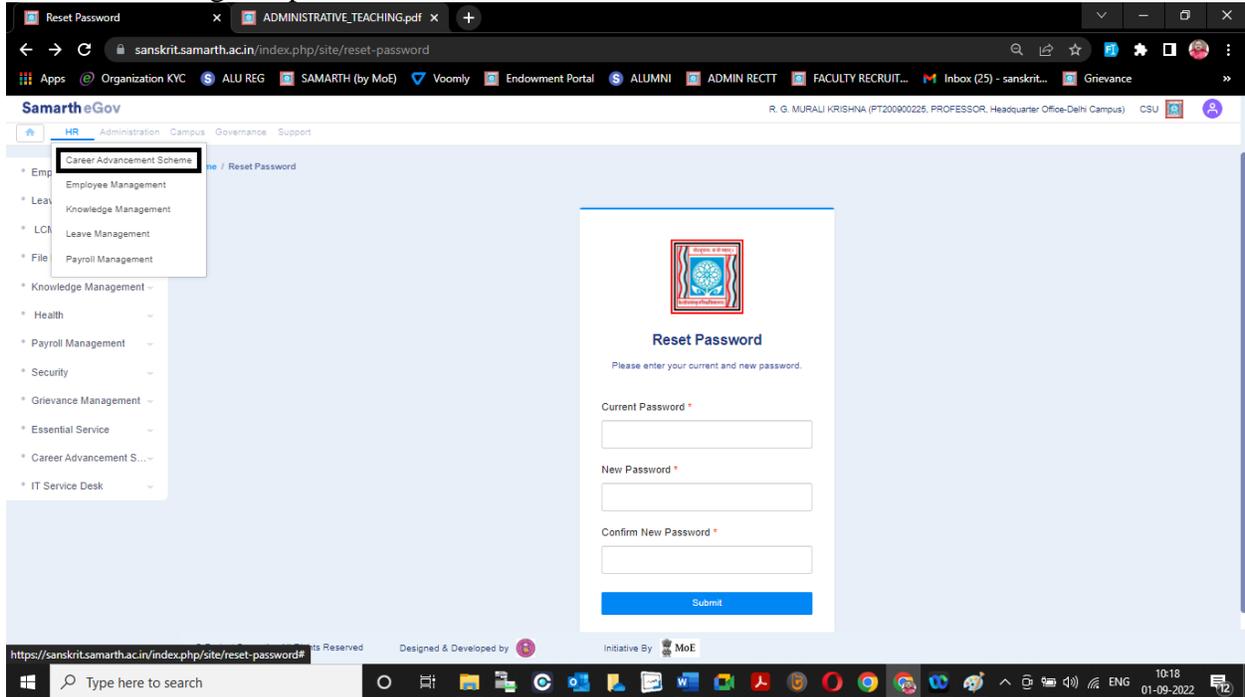
The opening screen of employee account will appear as below



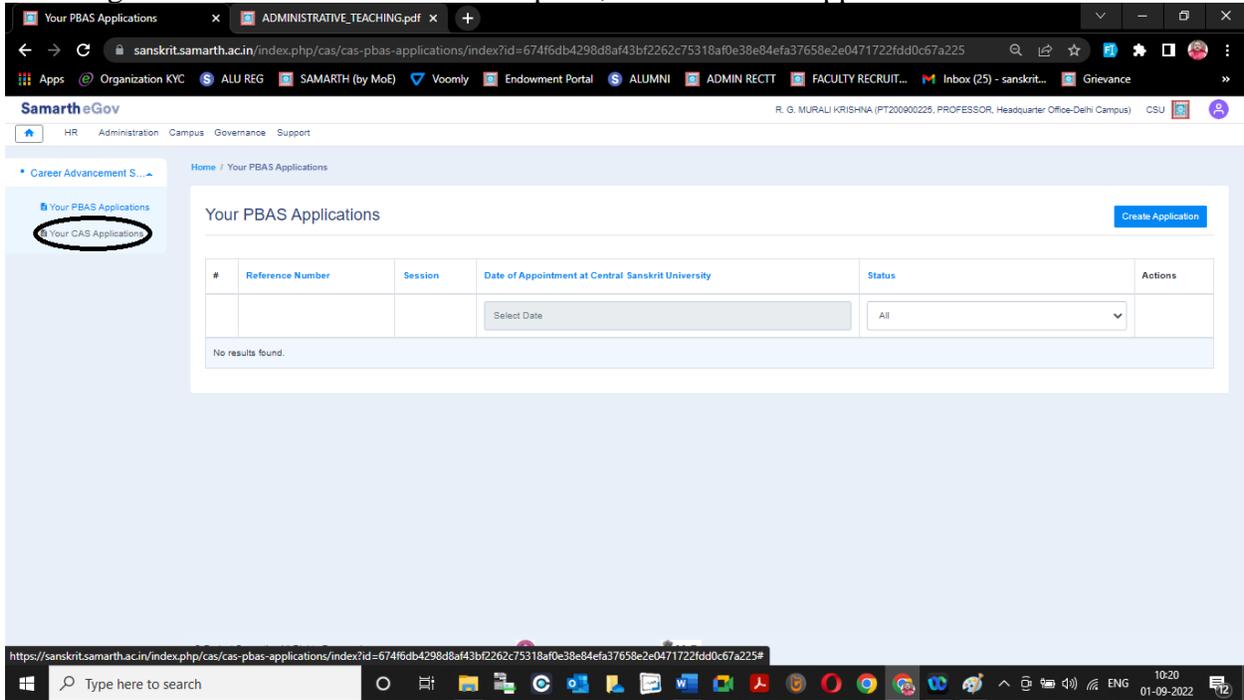
No need to reset password, every time, even though screen will appear to do so.

Click on the HR button above rounded in the picture or Career Advancement Scheme option squared in the picture

The screen will give option for Career Advancement Scheme when HR button is selected-

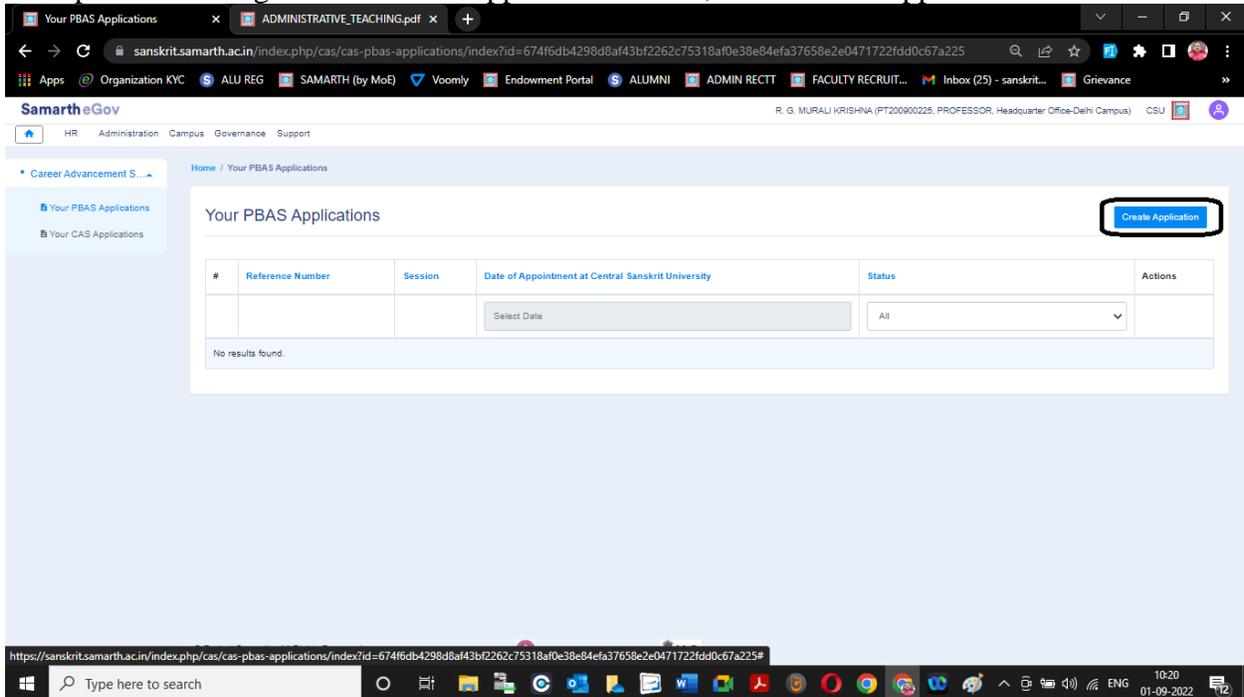


Selecting Career Advancement Scheme option, the screen will appear as below:



It will get highlighted with PBAS application, but please select the Your CAS application option. Same is the procedure while selection Career Advance Scheme in the left side bar menu dropdown.

Now press on the right side 'Create Application' button, to access the application form



Check the basic details in the application form i.e. Name, DOB, Designation, Category and Department (Place of Posting – Campus)

The screenshot shows the 'CAS Application' form on the Samarth eGov portal. The form is titled 'CAS Application' and has tabs for 'Basic Details Form', 'Academic Details', 'Teaching Details', 'Research', 'Other Details', and 'Preview and Submit'. The 'Basic Details Form' tab is active, showing fields for Name, DOB, Designation, Category, and Department. The Category is 'Unreserved' and the Department is 'Office Delhi Campus'. There are also dropdown menus for 'Guideline Type', 'Specialisation', 'Stage / Level of Current position', and 'Stage / Level of appointment'.

- (i) Enter the Guideline Type you wish to apply according to UGC guidelines:
 - (a) 2013 – 2016 guidelines
 - (b) 2016 - 2018 guidelines
 - (c) 2018 onwards guidelines
- (ii) Enter specialization/subject i.e. Sahitya / Vyakarana / Jyotish etc.,
- (iii) Enter the Stage/Level of Current position
- (iv) Enter the Stage/Level of initial appointment in CSU

The screenshot shows the 'Academic Details' section of the CAS Application form. It includes fields for 'Stage/ Level for the Next promotion', 'Assessment From', 'Assessment To', 'Date of Appointment at Central Sanskrit University', 'Date of Promotion to the Current position', and 'Date of the Promotion to the Next position'. A 'Save' button is visible at the bottom left of the form.

- (v) Enter Stage/Level for the Next promotion
 - (vi) Assessment From :- Select the Year and Month from which start of Assessment
 - (vii) Assessment To :- Select the Year and Month up to which end of Assessment
 - (viii) Date of Promotion to the Current position
 - (ix) Date of the Promotion to the Next position
- SAVE the DETAILS ENTERED**

Employee will get an CAS application reference number for future use.

The screenshot shows a web browser window displaying the CAS application form on the SamarthGov portal. The URL is sanskrit.samarth.ac.in/index.php/casapp/cas-pbas-applications/view?id=0c4adf1a1580dda5a454208f214980f4fe7a8d1da3e0b3fe14a0d2e9f6c1f76247&empld.... The form is titled "REF. NO. : CAS-2022225-85677". The form fields are as follows:

Name	
Father's Name / Mother's Name	
Gender	
Category	
DOB	
Department	
Designation	
Guideline Type	
Specialisation	
Stage / Level of Current position	
Stage / Level of appointment	
Stage/ Level for the Next promotion	
Assessment From	
Assessment To	
Date of Appointment at Central Sanskrit University	
Date of Promotion to the Current position	
Date of the Promotion to the Next position	

At the bottom of the form, there are two buttons: "Update" and "Proceed". The "Update" button is highlighted in blue.

Verify the details filled, press update button in any corrections needed, otherwise click proceed to further process the application.

In the following screen, after Basic Details Form

The screenshot shows the same CAS application form on the SamarthGov portal, but with the "Basic Details Form" tab selected. The URL is sanskrit.samarth.ac.in/index.php/casapp/cas-pbas-applications/view?id=0c4adf1a1580dda5a454208f214980f4fe7a8d1da3e0b3fe14a0d2e9f6c1f762.... The form is titled "REF. NO. : CAS-2022225-85677". The form fields are as follows:

Name	
Father's Name / Mother's Name	
Gender	
Category	
DOB	
Department	
Designation	
Guideline Type	
Specialisation	
Stage / Level of Current position	
Stage / Level of appointment	
Stage/ Level for the Next promotion	
Assessment From	

At the bottom of the form, there are two buttons: "Update" and "Proceed". The "Update" button is highlighted in blue.

- A) Academic Details
- B) Teaching Details
- C) Research Details
- D) Other Details (Co-curricular / Extra-Curricular etc.,)

are to be filled as per format generated, according to the Guidelines opted by yourself.

Especially, the academic details will get fetched automatically from your personal profile. So it is mandatory to fill the academic details in the personal profile.

(No need for attachment of Academic Records in Personal Profile and CAS application form)

Among the total records of Teaching Details, Research Details which are filled/updated in the Personal Profile, the data will get fetched in the CAS form for the Assessment Period only.

(No need for attachment of records of Teaching Details and Research Details in the personal profile, but the records of assessment period for promotion which got fetched in the CAS form, attachments are to be uploaded against each as per the instructions i.e. size, type of file).

Importantly, API score claimed as per guidelines are to be filled by the employee as per UGC guidelines, which will get verified and finalized while the scrutiny.

Kindly verify that all the details (Teaching/Research) are upload, especially of the Assessment period. If any records out of assessment period got fetched you may delete them, and if any record updated not fetched in the CAS form may be added.

Other details, either as per format or any additional information required to include may be added, and at last

the final filled in CAS form may previewed and submitted for further process.

In case of further clarification and assistance for filling the form, kindly contact the Project Section.