

# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

## APPLICATION FORM

FOR

PROMOTION / REGULARIZATION

UNDER

CAREER GROWTH SCHEME (CGS) - 2025



[FOR INTERNAL CANDIDATES ONLY]

Category: GN/SC/ST/OBC/PVTG

**Note:**

1. Last date of submission of application is **26<sup>th</sup> December 2025**
2. CGS Guidelines for screening & shortlisting applications are enclosed as **Annexure-1**
3. A soft copy (i.e., scanned copy) needs to be sent through email to [hr@bitmesra.ac.in](mailto:hr@bitmesra.ac.in)

## Application Form

(For Office use only)

Application No.: \_\_\_\_\_

Date of Receipt : \_\_\_\_\_

\_\_\_\_\_  
Signature

1. Application for the post of : .....

Category	Details	Current Designation	Date of Joining	Post Applied for (AL)
<b>A</b>	Teaching staff in Associate Lecturer/ Teaching Assistant / Research Scholar-Cum-Tutor holding Ph.D. degrees			
<b>B</b>	Regularization / Internal promotion from AL10 to AL11 'OR' AL11 to AL12.			
<b>C</b>	AL-12 of Assistant Professor to Associate Professor, i.e., AL-13A, or from Associate Professor to Professor level, i.e., AL-14			

2. Name: .....  
(In Capital Letters)

3. BIT Employee Code:.....

4. Date of Joining:.....

5. Department:..... Campus:.....

6. Category (GN/SC/ST/OBC/PVTG):.....

7. Current designation:.....

8. Current salary: ₹.....(Basic) and ₹.....(Gross)  
(Attach a copy of the latest salary slip)

9. Date of subsequent/Promotion with Level: .....  
(Insert Table Since Joining BIT)

10. Period of service in the Immediate Last Academic Level:.....(Years/Months)

11. Probation period end date (if Applicable):.....

12. Address of communication:.....  
.....  
.....

13. Mobile no.:..... Email ID:.....

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of HoD  
(Forwarding Authority)

**Note:** The following documents (duly filled in) need to be enclosed with this application:

1. **Annexure 2:** Curriculum Vitae
2. **Annexure 3:** Faculty Performance Calculation Sheet

**GUIDELINES FOR SCREENING & SHORTLISTING APPLICATIONS**

Sl. No.	Criteria	Non -UGC Post to AL 10 & /or regularization (for BIT Staff only)	AL 10 to AL 11	AL 11 to AL 12	AL 12 to AL 13A (Associate Professor)	AL 13A to AL 14 (Professor)
1	Interview mode	Through Selection Board (UGC Norms)	Through Selection Committee	Through Selection Committee	Through Selection Board(UGC Norms)	Through Selection Board (UGC Norms)
2	Seminar Presentation on Research & Teaching	√	√	√	√	√
3	Ph.D.	Essential	Essential	Essential	Essential	Essential
4	Post-PhD minimum teaching/research and/or equivalent experience (needed for eligibility)	As per BIT Policy	4 yrs	5 yrs	8 years with 3 years at the Asst. Professor Level (AL12)	10 years with at least 3 years as an Associate Professor
5	Minimum Research Publications in peer-reviewed and indexed journals or proceedings while serving in BIT (for eligibility)	2	4	8	>10 (SCI/SCI-E or Scopus)	>15 (SCI/SCI-E or Scopus) with atleast 5 as Corresponding Authors
6	Citation (WoS or Scopus or Google Scholar) (Desirable)	-	> 100	> 200	> 500	> 1000
7	Patents Published or Granted while serving in BIT (Desirable)	NA	NA	1	2	3
8	Supervision of PhD thesis (Sole or Joint)-Minimum requirement	-	Registered at least 1 Research scholar for PhD	Submitted/completed one PhD thesis guidance	Completed 2 PhD thesis guidance (awarded or submitted)	≥ 3 Out of which, 2 should be as Main Guide
9	Sponsored Research Projects completed (total value > Rs. 10 L) as PI (Desirable)	-	Applied	Obtained at least 1	Completed atleast 1 as PI	Completed 1: Out of which, 1 should have total value > Rs.15-20(L) as PI
10	Additional credit will be accorded on the following: ( <i>Enclose Evidence/Docs</i> ) a) New course introduced at UG and PG Level b) New Laboratory Facility Creation for R & D or UG/PG teaching c) Text Book/Book Chapter Published d) Administrative Roles/Departmental Activity/Institute Level Activity @ BIT e) FDPs/Workshop/Conference, etc, Funded and Supported by External Agencies as Convenor or Equivalent. f) Industry Liasoning/Technology Transfer at BIT					

**NOTE:**

- Those who get promoted in last 3 years (i.e., 2023, 2024, 2025) through CGS are not eligible to apply.
- Incumbent faculty members can apply for the next higher Academic Level only (AL10 to AL11, AL11 to AL12, AL12 to AL13A, AL13A to AL14).
- As per Institute SOP, Faculty members (on Contract) are not eligible to apply under the Career Growth Scheme (CGS).
- Institute SOP (for New Faculty Recruitment, Promotion, and Regularization):  
<https://bitmesra.ac.in/Other-Department-Pages/content/1/398/759>

**CURRICULUM VITAE**  
**(For Internal Candidate)**

- 1 Name:
- 2 Address for Communication:
- 3 Mobile No and Email ID:
4. Category (GN/SC/ST/OBC/PVTG):
5. Current Salary Basic and Gross: (Attach a scanned copy of the latest Salary Slip)
6. Enclose Hyperlink to Vidwan Data:
7. **ACADEMICS:**

Program	Degree	Passing Year	Name of Institution/ University/ Board	Record (%Marks/Grade/Class)	Remarks
Ph.D					
PG					
UG					
Intermediate					
Matric					
Diploma					

8. **CAREER SUMMARY:**(should not exceed one page)

Web of Science (WoS)			Scopus			Google Scholar (GS)		
Total Publication: **	Citation: ***	h-index: **	Total Publication	Citation	h-index	Total Publication	Citation	h-index
Online Link to Citation Analysis			Online Link to Citation Analysis			Online Link to Citation Analysis		
<b>After Joining BIT</b>								
Total No. of Publications:			Total No. of Other Peer-Reviewed Journal publications:			Total Books / Book Chapters published:		
WoS	SCOPUS	GS	Total SCI/Scopus Publications as corresponding/First author:			Total No. of articles in Peer-reviewed Conference Proceedings:		
<b>Since the last 3 years (use data in calendar years, including the ongoing year)</b>								
SCI/Scopus Publication:			Other Publication			Books/Book Chapter Publication		
SCI	SCOPUS	OTHERS	Total SCI/Scopus Publications as corresponding/First author:			Total No. of articles in Peer-reviewed Conference Proceedings:		
Total amount of extramural funds obtained as research grants:			The total amount of extramural funds obtained as a consultant:			Total amount of extramural funds obtained as technology transfer:		
International Collaborations:								
National Collaborations:								
Departmental-level Administrative Roles with Time Periods								
Institute-level Administrative Roles with Time Periods								
Laboratory and Courses Developed at BIT:								

9. Title of Ph.D Thesis and Year of Award:
10. Name of Ph.D. Supervisor with Affiliation:.

11. **PROFESSIONAL EXPERIENCE** (in reverse order)

Organization	Designation	Appointment Status	Duration		Role	Salary	Remarks
			From	To			

12. Awards (Recognition/Prize/Rank in All India Examination):

13. Field of Specialization and Area of Interest (Overall and Specific):

14. List of maximum top 20 peer-reviewed publications (handbook, manual, software, etc.):

The full publication list needs to be enclosed separately.

S.No.	Publication Details: authors, title, journal name, year, vol, page:	Role*	SCI/Scopus	IF

\*Role: First Author (FA), Corresponding Author (CA), One of the Co-authors (CoA), IF (Impact Factor by Clarivate)

15. List of Patents (Only Published 'OR' Granted)

S.No.	Inventors and Title	Number and Date	Published/Granted

16. Sponsored Research project (externally funded) handled:

Title of Project	PI/Co-PI	Sponsoring Agency	Year (From- to)	Fund Value	Status	Remarks

17. Consultancy:

Title of Consultancy project	Sponsoring Agency	Year (From- to)	Fund Value	Status	Remarks

18. Conferences attended and presented as a keynote speaker/ invited talk/ oral presentation.

Conference Title and Location	Paper title/ Talk Title	Role: Keynote/invited talk/ oral presentation	Duration of Conference	Organizers

19. Courses taught with level (UG/PG) and duration:

Sl.No	Course Name	Level(UG/PG)	Credit	No. of students	MO/SP (Year)

20. Ph.D Level Supervision:

Sl. No.	Name of The Candidate	University Registered & date of registration	Title of Ph.D Thesis	Year with date of submission	Status Awarded/Submitted/Ongoing (Guide/Co-Guide)

21. Masters Level Supervision:

Sl. No.	Name of Candidate	University / Institute	Thesis Title	Year

22. UG/any other Level Supervision:

Sl.No.	Level	Area of Work	University / Institute	Year

23. Lab Development activities undertaken: (50 Words Max):

24. Courses developed: In-house training courses developed –

25. Workshops/Seminar/Conferences/Training Programmes **Attended** in last three years (only numbers):

26. Workshops/Seminar/Conferences/Training Programmes **Organized (as Convenor/Co-Convenor/ Org.Secretary)** in the previous three years (only numbers):

27. National and International Networking visits or collaborations in India or abroad during BIT service: (up to 10 such activities)

28. New Laboratory, teaching courses or programs proposed for the Institute (BIT Mesra):

29. Your Career Plan (within 200 words):

30. Any other point worth mentioning:

(Signature of Applicant)

Place:.....

Date:.....