

Guidelines for CAS

1. Click on **Affiliation** Section
2. Enter your personal **Login ID** and **password** allotted to you for Online Affiliation and TAAS activities and displayed captcha correctly.
3. **For the teaching staffs who have not yet received their Login ID and Password details, please contact your college and ask them to check if your name is available in the list of registered teaching staff. If not then ask them to register your name and then generate Login ID for you. If your name is already registered then they can generate Login ID details directly or Send SMS of login details if your Login ID is already generated. All rights for generation of Login ID and password of teaching staff are with respective Colleges.**
4. Click on **Login** button
5. Select **Promotion (CAS)** section
6. Re-enter your password and click on **Continue** button
7. Click on the link **View/Print Blank Format of CAS Application**.
8. Go through the information to be filled in carefully.
9. Keep all the necessary documents and data ready with you before filling in Online Application Form.
10. You can fill in and complete CAS application form in multiple sessions. Your previous data filled in the screens shall be saved automatically.
11. To start applying for CAS you will have to click on the link **Activate New Link for Promotion under CAS**.
12. You have to carefully select the Stage for Promotion you need to apply for.
13. Once the link is activate click on the link **Apply for Promotion under CAS** to start filling up the form.
14. Go step by step and fill in the necessary information displayed on the screen very carefully.
15. Click on **Submit** button at the bottom of the screen to save the information on the current page.
16. Click on **Next** button at the bottom right corner to display next page and so on.
17. At the end of the application form in the last screen you will have an option to make online payment for the CAS application under consideration.
18. Once your payment is successful, you shall get online receipt of the payment made for the CAS.
19. Once the application is completely filled in and online payment is successful you will get the link to **“View/Print Promotion Proforma”**.
20. Take the print out of this application for future reference.
21. Then **upload the required documents** online as mentioned below :
 - a. Educational Qualifications
 - b. M.Phil /Ph.D./ NET / SET Details

- c. Certificate of Participation in Orientation / Refresher course
 - d. Appointment Letters
 - e. Previous Promotion Letters
 - f. Approval Letters
 - g. Experience Letters
 - h. Minority Certificate of the College (if applicable)
22. Read the instructions given on the Upload documents page carefully.
 23. Once all the necessary documents are uploaded, click on **Done** button to close and confirm documents upload.
 24. Verify all the data filled in by you and also the documents uploaded and then finally click on **Send** button to send the CAS Proforma to the Principal of your college online.
 25. Once you click on this Send button, your application shall get locked for further updates and you will not be allowed to make any changes in your application further.
