



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: dineshhooda@mgcub.ac.in | **Website:** www.mgcub.ac.in

F.No.2-1/MGCU/GA/2019

Dated: 16th April 2026

OFFICE ORDER

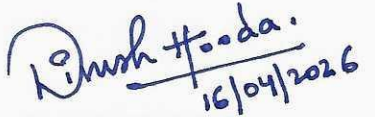
1. It is notified for information of all concerned that all Assistant Professors of the University, who fulfil all the requirements under the Career Advancement Scheme (CAS) of University Grants Commission (UGC) and are eligible for promotion under CAS, **may submit their application till 30th June 2026 (Tuesday), through the e-SAMARTH Online Portal of Mahatma Gandhi Central University** via link <https://mgcub.samarth.ac.in>

The applications must be supported by all credentials as per the Assessment Criteria and Methodology Guidelines set out in UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018, and its subsequent amendments issued by the UGC from time to time.

2. Further, in accordance with the UGC Regulations 2018, Assistant Professors whose eligibility date for promotion fall within three months from the date of issuance of this Office Order shall also be permitted to apply under CAS. The CAS cases of only those teachers who submit their applications on the e-SAMARTH Portal till 30th June 2026 (Tuesday) shall be processed in the first cycle. The applicants are also required to upload their profile details on VIDWAN PORTAL.
3. After submission of applications through e-SAMARTH Online Portal, **the applicants shall also submit the hard copy of application along with other credentials including** two sets of their publications, etc., to the Director, IQAC, Mahatma Gandhi Central University **within 15 days from the date of submission of online application.**

Upon receipt of the hard copy of online submitted application alongwith necessary supporting documents, the University shall initiate the process for promotion under CAS. In the absence of submission of the hard copy of application along with necessary documents within 15 days of stipulated time, the applications shall not be processed, and such cases shall not be considered for promotion under CAS in the current cycle.

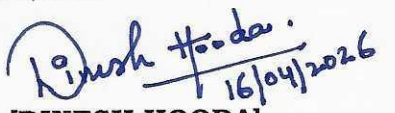
4. The University will not process the applications of those who do not fulfill the required eligibility criteria as prescribed in the UGC Regulations issued for the purpose from time to time. **Incomplete applications will be summarily rejected.**
5. This order is issued with the approval of the Competent Authority.


[DINESH HOODA]
Assistant Registrar

Copy of the above forwarded to following for information and necessary action please:

1. Prof. Prasoon Dutta Singh, Chairman, Recruitment and Assessment Cell, MGCU
2. All Campus Directors/Controller of Examinations/OSD (Finance)/DSW/Chief Proctor/Dean, R&D/Librarian, MGCU.
3. All the Deans of different Schools & Heads of various Teaching Departments, MGCU – *with the request to bring the same to the knowledge of all concerned under their respective School and Department respectively.*
4. Deputy Registrars/Assistant Registrar/Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
5. OSD to Vice-Chancellor, MGCU – *for kind information of the Hon'ble VC please.*
6. Guard File.




[DINESH HOODA]
Assistant Registrar