

No.20271/DSE/Dte. Estt. /A7/2020
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION.

Puducherry 14-07-2020

CIRCULAR

Sub: D.S.E.-Dte.Estt.-Filling up of vacant posts of Head Master Grade II – Service Particulars and relevant certificates together with option to be exercised by teaching personnel for their promotion to the post – Called for

-:000:-

It is proposed to fill up the existing and anticipated vacancies during the year 2020 in the cadre of Headmaster Gr.II on regular basis by promoting eligible feeder cadre incumbents Viz. Trained Graduate Teacher and Trained Graduate Teachers (Tamil/Telugu/Malayalam/Arabic/Hindi & Sanskrit) of this Directorate.

2. As per Recruitment Rules of the post of Head Master Gr.II, promotion is to be made from the combined seniority list in the cadres of Trained Graduate Teacher and Trained Graduate Teacher (Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) with 4 years experience in the respective grades and possessing the educational qualification prescribed for the post ie B.A/B.Sc./B.Com. or equivalent degree with a degree in Teaching of a recognized University or C.A.P.

3. The Heads of Institutions are therefore requested that the service particulars of the eligible officials who have opted for Head Master GR.II and also who have been appointed till the year 2005 in the respective grades of Trained Graduate Teacher and Trained Graduate Teacher (Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) shall only be furnished to this Directorate in the proforma appended along with the following Certificate on or before 25-07-2020.

- i. Option form(specimen enclosed)
- ii. Integrity Certificate
- iii. Certificate to the effect that no disciplinary proceedings is pending/being contemplated against the official and
- iv. Certificate to the effect that the official has no break in service

4. The Teachers claiming reservation under SC category should produce the required fresh SC certificate issued under the Constitution (Pondicherry) Scheduled Caste Order 1964 by the Department of Revenue and Disaster Management, Puducherry.

5. The TGTs who have declined promotion for the post of HM Gr.II during counseling held on 22-01-2020 & 23-01-2020 are not eligible to apply now since the debarment period of one year is in force.

6. The APARs of the officials need not be sent along with the service particulars and the same will be called for later separately.

7. This issues with the approval of the Director of School Education.

F.P. Verbina Jayaraj
(F.P.VERBINA JAYARAJ)
DEPUTY DIRECTOR (ADMN)

Encl: Proforma I

To

1. The Joint Director (Secondary Education), Puducherry.
2. The Chief Educational Officer, Puducherry/Karaikal/Mahe.
3. The Deputy Director of Education (Women), Puducherry.
4. The Principal, Govt. Hr. Sec. School, Puducherry/Karaikal

✓ 5. Computer Section - for uploading in the Dept. website.

It is requested that the Particulars of eligible TGTs working in the schools under their control may be collected and furnished in a consolidated manner.

PROFORMA-I

Statement showing Service Particulars of Trained Graduate Teacher and Trained Graduate Teachers((Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) who were appointed *till 2005* and opted for promotion to the post of Head Master Gr-II

Name of the Institution:

| Sl. No | Name of the TGT/ TGT(Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) and Place of working | Seniority No. in the post of TGT & TGT (Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) | Date of Birth | Date of appointment as TGT/TGT(Tamil, Telugu, Malayalam, Arabic, Hindi and Sanskrit) (to be furnished without fail) | Details of Qualification (Attested copy of certificate should be enclosed) | | Certificate on integrity and Non-contemplation of Disciplinary proceedings to be furnished Separately | Whether belongs to SC (If so, attested copy of certificate should be enclosed) | Whether the official has filed his property returns for the current year in time . If so, furnish the Ref. No. Date in which the same was sent to C.V.O's Office. | Remarks |
|--------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| | | | | | Academic (with subject) | Professional | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | | | | | | | | | | |

Certified that no eligible teacher is left out. Certified that the above particulars have been verified with reference to the Service Books of the Teachers and found to be correct.

SIGNATURE OF THE HEAD OF OFFICE/INSTITUTION

Note: C.Rs need not be sent along with the proforma.

FORM OF OPTION

(TO BE EXERCISED BY TRAINED GRADUATE TEACHER/TRAINED GRADUATE TEACHER (ALL LANGUAGES) FOR PROMOTION AS HEAD MASTER GR.II)

I, Thiru/Tmt./Selvi. presently working
as Trained Graduate Teacher / Trained Graduate
Teacher(Tamil/Telugu/Malayalam/Arabic/Hindi & Sanskrit) in

hereby choose to opt and exercise my option to the post of **Head Master Gr-II**
as my promotional cadre.

I understand and accept that, the option exercised herein by me is final and
irrevocable from this day, the

Signature with date:

Name:

Designation:

Name of Institution: