

No.20271/DSE/Dte. Estt. /A7/2021
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION.

Puducherry 22-12-2021

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

It is proposed to fill up the existing and anticipated vacancies in the cadre of Headmaster Gr.II. during the year 2021 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 Four years experience in the respective grades and possessing the educational qualification prescribed for the post *i.e.*, 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 Certificates on or before **31.01.2022** and also update the particulars in a Google form and the link is given below:

<https://forms.gle/Hp4bkiaRMZLMQ77PA>

- (i) Option form (specimen enclosed)
- (ii) Integrity Certificate
- (iii) Certificate to the effect that no disciplinary proceedings is pending/being contemplated against the official
- (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, on or before 31.01.2022.

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

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


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

Encl: Proforma-I,II,III &IV

To

- 1.The Joint Director (Secondary Education), Puducherry
- 2.The Chief Educational Officer, Puducherry/Karaikal/ Mahe
- 3.The Delegate to DSE, Yanam
- 4.The Deputy Director of Education (Women), Puducherry
- 5. The Principal, Govt. Hr. Sec. School, Puducherry/Karaikal
- 6.The Computer Section ,DSE, Pdy- for uploading in the Dept. website and email to the concerned

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 Grade-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.

PROFORMA II
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*) is hereby choose to opt and exercise my option to the
post of **Head Master Grade-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:

PROFORMA – III

INTEGRITY AND PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of Thiru/Tmt. _____ presently working as _____ and having taken into account all other available information, it is certified that the individual has good reputation of integrity and honesty beyond doubt. The Official has no break in service. The performance of the official is also good and He / She is fit for promotion to the post of **H.M. Grade-II** according to his/her option.

2. It is also certified that there are no disciplinary proceedings pending/ contemplated against him/her.

Signature of the Head of Office/

Institution with seal

PROFORMA – IV

VACANCY POSITION IN THE POST OF HEADMASTER GR.II AS ON 31.12.2021

Sl.No	Name of the Institution	Date from which the Post is vacant	Name of the incumbent who vacated the post lastly and /or the reasons thereof	Justification for filling up of the vacancy

SIGNATURE OF THE HEAD OF OFFICE/INSTITUTION