

No.3326 /DSE/Estt.II/D/2023
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

MOST URGENT

Puducherry, dt. 31.03.2023

C I R C U L A R

Sub: School Education – Estt. II – Filling up of the post of Trained Graduate Teacher(Language) in the Department by promotion - Service particulars of eligible teachers - Called for -Reg.

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It is proposed to fill up the vacancies in the following disciplines in the cadre of Trained Graduate Teacher (Language) by promotion.

TAMIL	TELUGU	MALAYALAM	HINDI	SANSKRIT	ARABIC
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2. The Heads of Offices/ Institutions are requested to furnish to this Directorate the Service particulars in the prescribed proforma enclosed in respect of eligible teachers from the grade of Primary School Teacher with a minimum of five years of service in the grade as on **31.03.2023**. The educational qualification prescribed for the post is "Bachelor's Degree with main subject in the respective language , B.Ed or B.T of any recognized University and should have studied the particular regional language (Tamil/ Telugu/ Malayalam) as one of the subjects in the secondary level. However, this qualification is not required for TGT in the discipline of Tamil, Telugu and Malayalam as these languages are regional languages to the respective regions in the U.T of Puducherry. The prescribed educational qualifications should have been acquired by the teachers prior to **31.03.2023**.

3. In the case of teachers claiming reservation under SC category, they should belong to a caste which is recognized as Scheduled Caste under " The Constitution of India (Pondicherry) Scheduled Castes Order, 1964", dated 05.03.1964 read with " The Constitution of India (Scheduled Caste) Orders (Second Amendment) Act, 2002 (Central Act 61 of 2002) and produce Certificate therefor issued on or after 31.03.2022 by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar without fail. The following certificates/ documents should also be furnished along with the service particulars.

- i) Integrity Certificate,
- ii) Certificate to the effect that no disciplinary proceeding is pending/being contemplated against the official,
- iii) APAR for last 5 years i.e July 2017- June 2022 in original without any omission.
- iv) Certificate to the effect that the official has no break in service,
- v) Self attested copies of Certificates of SSLC / Matric, Bachelor's Degree and B.Ed. or B.T Degree, and
- vi) Equivalence certificate obtained from the Universities concerned if the Degrees awarded are in other names in the above said disciplines.



...2/-

4. In case the Confidential Reports have already been furnished to this Directorate for any other purpose, the same may be obtained from the concerned section and furnished along with the proposal.
5. The details of PSTs who have been promoted as TGT/ HM(Primary) and reverted back to PST on their own request shall be furnished in the remarks column.
6. The Services particulars of all the eligible teachers should reach this Directorate **on or before 20th April, 2023 without fail. Personal attention of the Heads of Institutions / Inspecting Officers is required to ensure that no eligible official has been left out for consideration and that the service particulars of eligible teachers furnished are correct. A certificate to the effect is also required to be furnished.** In case, there are no eligible teachers for being considered, a Nil report may invariably be furnished.
7. It may be noted that omission of eligible teachers or furnishing of incorrect particulars, if any will be viewed seriously and responsibility will be fixed on the concerned Heads of Institutions / Inspecting Officers.
8. The Head of Institutions are hereby requested to furnish the details of vacancies in various disciplines in the cadre of TGT(Language) as on 31.03.2023 as required in proforma-II and proforma IV without fail.

(By order)

F.P. Verbina Jayaraj
(F.P. VERBINA JAYARAJ)^{31/3/23}
DEPUTY DIRECTOR (ADMN.)

Encl: Proforma I to IV

To

1. The Joint Director (SE), DSE, Puducherry
2. The Principal/Vice-Principals of all Higher Secondary Schools, Puducherry, Karaikal, Mahe, Yanam.
3. The Deputy Director (Women Education), Puducherry
4. The Deputy Director (Secondary Education), Karaikal
5. The Chief Education Officer, Puducherry/Karaikal/Mahe
6. The Delegate to DSE, Yanam

It is requested that the particulars of eligible teachers working in the Schools under their control may be collected and furnished in a consolidated manner.

7. The O.S.D., State Training Centre, Puducherry.
8. The Dte. Estt. Section, DSE, Puducherry.

INTEGRITY AND PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of Shri/Smt. _____ 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 **Trained Graduate Teacher**.

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-I

SERVICE PARTICULARS OF ELIGIBLE INSERVICE PRIMARY SCHOOL TEACHERS AS ON 31.03.2023 FOR BEING CONSIDERED FOR PROMOTION TO THE POST OF TRAINED GRADUATE TEACHER (TAMIL, MALAYALAM, TELUGU, HINDI, ARABIC, SANSKRIT)

NAME OF THE INSTITUTION:

Sl. No.	Seniority No. in the PST	Name, Designation and place of working	Date of birth	Date of appointment in the present post	Details of qualifications (Attested copy of certificates of SSLC/Matric, Bachelor's Degree and B.Ed. or B.T. should be enclosed)			
					Language studied in Secondary level	Name of the Bachelor's degree with main subject	Name of Professional Degree (B.Ed or B.T)	Whether belongs to SC as per the Constitution (Pondicherry) SC order, 1964 (Original latest Certificate should be enclosed)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Whether PwBD (if belongs to PwBD, a copy of certificate pertains to disability should be enclosed)	Whether any disciplinary case is pending / being contemplated / undergoing operative punishment, with period	Whether integrity certificate enclosed	Remarks
(10)	(11)	(12)	(13)

Certified that no eligible teacher is left out. Certified that the above particulars have been verified with reference to the service books of the concerned teachers and found correct.

SIGNATURE OF HEAD OF OFFICE/ INSTITUTION

Place:

Date:

PROFORMA-II

VACANCY POSITION IN VARIOUS DISCIPLINES IN THE CADRE OF TRAINED GRADUATE TEACHER (LANGUAGE) AS ON 31.03.2023

NAME OF THE INSTITUTION:

Sl. No.	Name of the discipline	Sanctioned Strength	Filled alongwith the Name of Official	No. of posts Vacant	Date from which the post is lying Vacant	Reason thereof	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Tamil						
2	Telugu						
3	Malayalam						
4	Hindi						
5	Sanskrit						
6	Arabic						

SIGNATURE OF HEAD OF OFFICE/ INSTITUTION

Place:

Date:

PROFORMA - III

Sl.No	Name of the Govt. Servant and <u>Employee Code</u>	Present Designation	Name of Father/ Husband	Service particulars from date of initial appointment till date including deputation				Whether the Official has filed his/her property return online for the current year. If yes acknowledgment copy to be enclosed	Details of disciplinary action initiated against the individual, if any, pending in the Dept /office as on date.	Remarks, if any
				Name of School/ Institution	Designation	Period of working				
						From	To			
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF HEAD OF OFFICE / INSTITUTION

Place:
Date:

Proforma-IV

Name of the School:

Sl.No.	Subject	Student Strength as on 31.03.2023					Total number of Section (As per this Directorate Order No.12515/DSE/JD/H SW/AC/A1/2015-16, dated 20.07.2015)	Sanctioned strength of TGT	Number of TGT's filled	Number of TGT post vacant	Excess(+) / Shortage(-) of TGTs with reference with number of Section available	Remarks, if any
		VI	VII	VIII	IX	X						
1.	Tamil											
2.	Telugu											
3.	Malayalam											
4.	Hindi											
5.	Sanskrit											
6.	Arabic											

SIGNATURE OF HEAD OF INSTITUTION