

**No:1680/DSE/Estt-I/D2/2024/105
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, 27.09.2024

CIRCULAR

Sub: DSE- Estt-I- Filling up of vacant posts of Principal by promotion from Eligible Vice Principal/Headmaster Grade-I on adhoc basis-Service Particulars and other documents –Called for – Reg.

It is proposed to fill up the existing vacancies in the cadre of Principal by promotion on adhoc basis in Puducherry, Karaikal, Mahe and Yanam from eligible feeder cadre Vice Principal/Headmaster Gr.I of this Directorate.

2. As per Recruitment Rules for the post of Principal, the post is filled by promotion in the ratio of 2: 3 from the grade of **regular Vice Principal/Headmaster Grade-I** possessing Post Graduate Degree from a recognized University or equivalent and Degree in Teaching of a recognized University or equivalent with 6 years regular service in the grade.

3. The Heads of Offices/Institutions are requested to furnish the service particulars of the eligible officials except those who have retired, from this Directorate in the prescribed proforma enclosed.

4. The following certificates/documents should be furnished along with the service particulars.

- i) Option Form
- 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.
- v) Self attested copies of certificates of Post Graduate Degree and B.Ed., or B.T Degree.

5. **The services particulars along with the certificates/documents of all the eligible officials should reach this Directorate on or before 15.10.2024 without fail.** Belated Submission will not be entertained. 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 within the prescribed date.

6. It is requested that the particulars of eligible officials working in the schools under

7. It may be noted that omission of eligible **Vice Principal/Headmaster Gr.I** 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. This issues with the approval of the Director of School Education.

//BY ORDER//

Encl: Proforma-I to V

F.P. Verbina Jayaraj 27/9/21
(F.P. VERBINA JAYARAJ)
DEPUTY DIRECTOR (ADMN.)

To

1. The Joint Director (Secondary Education), Puducherry.
2. The Deputy Director (Secondary Education), Karaikal.
3. The Principal/Vice –Principals of all Higher Secondary Schools, Puducherry/Karaikal/Mahe/Yanam.
4. The DPA, Computer Section,DSE,Puducherry----- **to host in the official website.**

PROFORMA-I

**SERVICE PARTICULARS OF ELIGIBLE INSERVICE VICE PRINCIPAL/HEADMASTER GR.I FOR
BEING CONSIDERED FOR PROMOTION TO THE POST OF PRINCIPAL ON ADHOC BASIS**

1. Name of the Official : _____
2. Designation : _____ (Regular/Adhoc)
2. Name of the School in which working _____
3. Seniority Number in the present post _____
4. Date of Birth : _____
5. Date of Regular Appointment : i) Primary School Teacher :
ii) Trained Graduate Teacher:
iii) Lecturer/Headmaster Gr. II :
iv) Vice Principal/Headmaster Gr. I: _____
6. Educational Qualification : _____
(Self attested copy of certificate
should be enclosed)
7. Whether belongs to UR/ SC : _____
8. Whether Integrity Certificate is enclosed : Yes / No
9. Whether disciplinary proceedings
pending/Contemplated/undergoing
any punishment? : Yes / No
10. Whether currently undergoing any
punishment inflicted as a result of a
disciplinary case? If so, the details
thereof : Yes / No
11. Whether Under Suspension : Yes /No
12. Whether the official has filed
the immovable property returns
for the Current year in time : Yes / No Ack. No. with date:
(If Yes, furnish the copy of
Acknowledgment of IPR.
If No, specify reason)
13. Whether declined promotion, if so,
the details may be furnished : _____
14. Residential Address with Contact Number : _____
14. Remarks, if any : _____

SIGNATURE OF THE Official

CERTIFICATE

Certified that the above particulars have been verified with reference to the Service Book of the

PROFORMA-II

OPTION FORM

I, _____(Name of the Official) presently working as
_____(Vice Principal/Headmaster Gr. I) with Seniority
number _____ in
_____(Name of the School)
hereby exercise my _____ (willingness/unwillingness) for promotion to
the post of Principal on adhoc basis.

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

NAME AND SIGNATURE OF THE OFFICIAL

//COUNTER SIGNATURE//

PROFORMA-II

The records of services of Thiru/Tmt./Selvi _____ (Name of the Official), who is to be considered for promotion to the post of Principal have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Date:

**SIGNATURE OF THE HEAD OF OFFICE/INSTITUTION
SEAL**

PROFORMA-III

Certified that Thiru/Tmt./Selvi _____

- i) is not under suspension.
- ii) No disciplinary proceedings are pending/contemplated against the official.
- iii) No prosecution for a criminal charge or no sanction for prosecution has been issued or no decision has been taken to accord sanction for prosecution against the official concerned.
- iv) No investigation on serious allegations of corruption bribery or similar grave misconduct is in progress either by the CBI or any other agency/Department against the official concerned.

Date:

**SIGNATURE OF THE HEAD OF OFFICE/INSTITUTION
SEAL**

PROFORMA-IV

Certified that Thiru/Tmt./Selvi _____ (Name of the Official, Designation), has no break in service. The performance of the official is good and he/she is fit for promotion to the post of Vice Principal based on his/her option.