

No:1680/DSE/Estt-I/D2/2024/124  
**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION**

**Puducherry, 29.11.2024**

**CIRCULAR**

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

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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 the feeder cadre of Vice Principal/Headmaster Gr.I of this Directorate.

2. The post is to be filled by promotion in the ratio of 2: 3 from the grade of **regular Vice Principal/Headmaster Grade-I** possessing Master Degree from a recognized University or equivalent and Degree in Teaching/Education from a recognized University or equivalent with 2 years regular service in the grade and 10 years teaching experience in Higher Secondary School for relaxing the conditions for promotion from Vice Principal to Principal on adhoc basis.

3. The Heads of Offices/Institutions are requested to furnish the service particulars of the 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 15.12.2024 without fail.** Belated Submission will not be entertained. Personal attention of the Heads of Institutions/ Inspecting Officers is required to ensure that no 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 officials working in the schools under their control may be collected and furnished in a consolidated manner. **The APARs of the officials need not be sent** along with the service particulars and the same will be called for later separately.

7. It may be noted that omission of **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*  
**(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 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/PH  
(attach a fresh community certificate  
and Medical Certificate in respect of PH)  
:
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 teacher and found to be correct and no eligible teacher is left out.

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

**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-III**

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-IV**

Certified that Thiru/Tmt./Selvi. \_\_\_\_\_

- v) is not under suspension.
- vi) No disciplinary proceedings are pending/contemplated against the official.
- vii) 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.
- viii) 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-V**

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.

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