

**No:20271/DSE/Dte.Estt/A7/2025/62
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, 27.10.2025

CIRCULAR

Sub: DSE-Dte. Estt- Filling up of vacant posts of Head Master Grade II by promotion from eligible TGT-Service Particulars and other documents –Called for – Reg.

It is proposed to **fill up the vacancies in the cadre of Headmaster Gr.II by promotion on regular basis in Puducherry, Karaikal, Mahe and Yanam from eligible feeder cadre Trained Graduate Teachers (subjects and Languages) of this Directorate.**

2. As per Recruitment Rules for the post of Headmaster Gr.II promotion is to be made from the combined seniority list in the cadres of Trained Graduate Teachers in subjects and Languages 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 Offices/Institutions are requested to furnish the service particulars of the eligible officials from the grade of Trained Graduate Teachers (subjects and Languages) from Seniority No upto 2500(subjects); in TGT(Languages) who were appointed till 2005 except those who have retired, ~~are~~ for being considered for promotion to the post of Headmaster Gr.II in the prescribed proforma enclosed.

4. In the case of the teachers claiming reservation under SC category, they should produce certificate which is recognized as Scheduled caste under "The Constitution of India (Pondicherry) Scheduled Caste order 1964", dated 05.03.1964 read with "The constitution of India(Scheduled Caste) orders(Second Amendment Act, 2022(Central Act 61 of 2002) and produce certificate therefor issued on or after 27.10.2025 by an officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar without fail.

5. The following certificates/documents should be furnished along with the service particulars(Proforma-I).

- i) Integrity Certificate.
- ii) Certificate to the effect that no Disciplinary proceedings is pending/being contemplated against the official
- iii) Certificate to the effect that the official has no break in service.
- iv) Self attested copies of certificates of Bachelor's Degree and B.Ed., or B.T Degree.

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. The details of TGTs who have been promoted as Lecturer/ reverted back to TGT on their own request/ declined promotion in the last DPC shall be furnished in the remarks.

...2/-

8. The service particulars along with the certificates/documents of all the eligible teachers should reach this Directorate on or before 07.11.2025 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.

9. 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.

10. 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.

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

//BY ORDER//

Encl: Proforma-I to IV

F.P. Verbina Jayaraj
27/10/25
(F.P. VERBINA JAYARAJ)
JOINT DIRECTOR (ADMN.)

To

1. The Joint Director (Secondary Education), Puducherry.
2. The Deputy Director of Education (Women), Puducherry.
3. The Deputy Director (Secondary Education), Karaikal.
4. The Principal/Vice –Principals of all Higher Secondary Schools, Puducherry/Karaikal/Mahe/Yanam.
5. The Chief Educational Officer, Puducherry/Karaikal/ Mahe.
6. The Delegate to DSE, Yanam.
7. The DPA, Computer Section, DSE,Puducherry- to host in the official web site.

PROFORMA-I

SERVICE PARTICULARS OF ELIGIBLE INSERVICE TRAINED GRADUATE TEACHER(SUBJECTS AND LANGUAGES) FOR BEING CONSIDERED FOR PROMOTION TO THE POST OF HEADMASTER GRADE II

1. Name of the TGT :
2. Name of the School in which working :
3. Subject : Tamil/Telugu/Malayalam/Arabic/Hindi /Sanskrit
Other Subject_____ (specify)
4. Seniority Number in TGT
5. Date of Birth :
6. Date of Appointment as TGT :
7. Date of Regularisation in TGT :
8. Educational Qualification : Academic with subject:
(Self attested copy of certificate should be enclosed) Professional :
9. Whether UR/ SC/ST/PH :
(attach a fresh community certificate and Medical Certificate in respect of PH)
10. Category of Disability with Percentage :
(attested copy of relevant certificate should be enclosed)
11. Whether Integrity Certificate enclosed : Yes / No
12. Whether disciplinary proceedings pending/Contemplated/undergoing any punishment? : Yes / No
13. Whether currently undergoing any punishment inflicted as a result of a disciplinary case? If so, the details thereof : Yes / No
14. Whether Under Suspension : Yes /No
15. 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)
16. Whether declined promotion, if so, the details may be furnished
17. Residential Address with contact Number
17. Remarks, if any :

SIGNATURE OF THE TGT

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

The records of services of Thiru/Tmt./Selvi_____ (Name & Designation) who is to be considered for promotion to the post of Headmaster Grade. II 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 & Designation), has no break in service. The performance of the official is good and he/she is fit for promotion to the post of Headmaster Grade-II based on his/her option.

Date:

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