

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION**

No.3149/DSE/Estt.III/C/2025

Puducherry dt. 05-12-2025

**CIRCULAR**

**Sub:** DSE- Estt. III – Filling up of vacant posts of Headmaster (Primary) by promotion– Service particulars of Primary School Teachers – Called for- Reg.

\*\*\*

It is proposed to fill up the existing / anticipated vacant posts of Headmaster / Headmistress of Primary Schools in Puducherry, Karaikal, Mahe and Yanam regions by promotion from the eligible Primary School Teachers on seniority –cum- fitness basis.

2. Therefore the concerned Head of Offices / Inspecting Officers / Head of Institutions in Puducherry, Karaikal, Mahe and Yanam regions are requested to furnish the service particulars of the Primary School Teachers who have completed 5 years of Regular service and are in the next line of promotion i.e. till Seniority No. 5500 (For Puducherry and Karaikal region) and till Seniority No. 6200 (For Mahe and Yanam region) who have opted for HM(Primary) vide Annexure-I of Circular No.676/ DSE/Estt.III/C/2024 dated 07.02.2025, in the enclosed proforma on or before 31.12.2025 without fail. The proforma may also be forwarded in soft copy to email id:estt3@dsepy.edu.in.

3. The service particulars of the Primary School Teachers who declined their promotion to the post of Headmaster / Headmistress (Primary) during the previous years should also be furnished. 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.

4. The Inspecting Officers /Head of Institutions are hereby requested to bestow their personal attention in the matter and furnish the required details in consolidated manner and in time along with integrity certificate and non-contemplation of disciplinary proceedings certificate. In case, there are no eligible candidates a "NIL" report may be furnished without fail. The concerned Head of Offices are fully responsible for the left out cases, if any, in furnishing the above said particulars.

Digitally signed by

F P VERBINA JAYARAJ

Date: 05-12-2025

15:58:41

(F.P. VERBINA JAYARAJ)  
JOINT DIRECTOR (Admin.)

**Encl:** As stated

To

1. The Joint Director (Secondary Education), Puducherry.
2. The Deputy Director (Secondary Education), Karaikal.
3. The Chief Educational Officer, Puducherry / Karaikal / Mahe.
4. The Deputy Director of Education (Women), Puducherry.
5. The Delegate of DSE, Yanam.
6. The Deputy Inspector of Schools, Puducherry / Karaikal , Zone – I,II,III,IV,V.
7. The Head of Institution concerned.
8. The DPA, Computer Section -----for hosting in the official website



**PROFORMA (To be furnished along with a soft copy in excel format)**  
**PARTICULARS OF ELIGIBLE PRIMARY SCHOOL TEACHERS FOR PROMOTION TO POST OF HEADMASTER(PRIMARY)**

Sl. No	Name of the Primary School Teacher	School in which working at present	Seniority No. In the grade of Primary school Teacher	Date of birth	Date of Appointment in the present grade of Primary School Teacher on regular basis	Length of service in the post of Primary School Teacher as on <b>31.12.2025</b> (Years / Months/ days)	Date of declaration of successful completion of probation.	Date of conformation	Date of Regularization	Qualification		Whether belongs to SC/ST/ PH, If yes necessary certificate should be enclosed	Whether the official has filed his/her property returns for the current year in time. If so furnish the acknowledgement. No. & date	Whether Integrity beyond doubt (Certificate to be enclosed)	Whether any Disciplinary case is pending/ being contemplated (certificate to be enclosed)	Present residential address and Mobile No.	Remarks
							(verify the service book entry and enter the date)			Education al / Profession al	Month and year of passing						
-1	-2	-3	-4	-5	-6	-7	-8	-9	-10	-11		-12	-13	-14	-15	-16	-17

**Note:**

Certified that no eligible cases are left out.

Certified that all the above particulars have been verified with reference to the Service Book of the individual and found to be correct.

SIGNATURE OF HEAD OF OFFICE/  
HEAD OF INSTITUTION