

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

MOST URGENT

Puducherry, dt. 04.06.2025

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 **31.03.2025**. The educational qualification prescribed for the post is "Bachelor's Degree with main subject in the respective discipline, 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 **31.03.2025**.

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 31.03.2024 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) Certificate to the effect that the official has no break in service,
- iv) Self attested copies of Certificates of SSLC / Matric, Bachelor's Degree and B.Ed. or B.T Degree, and
- v) Equivalence certificate obtained from the Universities concerned if the Degrees awarded are in other names in the above said disciplines.

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4. 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.

5. The Services particulars of all the eligible teachers should reach this Directorate **on or before 20th June 2025 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 consideration, a **Nil** report may invariably be furnished. However, Proforma II shall be furnished by all the institutions.

6. 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. The Proforma I to III may also be forwarded in soft copy to e-mail id – estt2dse@gmail.com.

7. **The Head of Institutions are hereby requested to furnish the details of vacancies in various disciplines in the cadre of TGT(Language) as on 31.03.2025 as required in proforma-II and proforma III without fail.**

//By order//


(P. SANTHI)

DEPUTY DIRECTOR (ADMN.)

Encl: Proforma I to III

To

1. The Joint Director (SE), DSE, Puducherry
 2. The Deputy Director (Secondary Education), Karaikal
 3. The Deputy Director (Women Education), Puducherry
 4. The Chief Education Officer, Puducherry/Karaikal/Mahe
 5. The Delegate to DSE, Yanam
 6. The Head of institutions concerned,
Puducherry, Karaikal, Mahe, Yanam.
- } the particulars of eligible teachers working in the Schools under their control may be collected and furnished in a consolidated manner

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 31.03.2025 TO CONSIDERED FOR PROMOTION TO THE POST OF TRAINED GRADUATE TEACHER (LANGUAGES)

NAME OF THE INSTITUTION:

Sl. No.	Seniority No. in the PST	Name of the PST, place of working and Employee Code	Date of birth	Date of appointment in the present post	Date of declaration of probation	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	Bachelor's degree with main subject and year of passing	B.Ed or B.T and year of passing	Whether belongs to SC (if yes, a copy of latest Certificate should be enclosed)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Whether PwBD (if yes, a copy of certificate pertains to disability should be enclosed)	Whether any disciplinary case is pending / being contemplated	Whether integrity certificate enclosed	Remarks
(11)	(12)	(13)	(14)

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 (LANGUAGES) AS ON 31.03.2025

NAME OF THE INSTITUTION:

Sl. No.	Name of the discipline	Sanctioned Strength	Filled alongwith the Name of Official	No. of posts Vacant	Actual requirement as per student's strength	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
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 Employee Code	Present Designation	Name of Father/ Husband	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
(1)	(2)		(3)	(4)	(5)	(6)

SIGNATURE OF HEAD OF OFFICE / INSTITUTION

Place:

Date: