

**No:9165/DSE/Estt-I/D2/2025/108
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, 28.10.25

CIRCULAR

Sub: DSE-Estt-I- Filling up of vacant posts of Vice Principal by promotion from Eligible Lecturers-Service Particulars and other documents –Called for – Reg.

It is proposed to **fill up the existing and anticipated vacancies in the cadre of Vice Principal by promotion on regular basis in Puducherry, Karaikal, Mahe and Yanam from eligible feeder cadre Lecturers of this Directorate.**

2. As per Recruitment Rules for the post of Vice Principal, the post is filled by promotion from the grade of Lecturers possessing Post Graduate Degree from a recognized University or equivalent and Degree in Teaching of a recognized University or equivalent with 5 years regular service in the grade.

3. The Heads of Offices/Institutions are requested to furnish the service particulars of the eligible officials from the grade of Lecturers from Seniority No: 813 to 910 except those who have retired/Voluntarily retired, from this Directorate in the prescribed proforma enclosed.

4. In the case of the Lecturers 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 28.10.2025 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.

- 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 Post Graduate Degree and B.Ed., or B.T Degree.
- v) Copy of Acknowledgment of Immovable Property Returns

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 services particulars along with the certificates/documents of all the eligible Lecturers 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.

...2/-

8. It is requested that the particulars of eligible Lecturers working in the schools under their control may be collected and furnished in a consolidated manner.

9. It may be noted that omission of eligible Lecturers or furnishing of incorrect particulars, if any will be viewed seriously and responsibility will be fixed on the concerned Heads of Institutions/Inspecting Officers.

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

//BY ORDER//

Encl: Proforma-I to IV

F.P. Verbina Jayaraj
20/10/16
(F.P. VERBINA JAYARAJ)
JOINT 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 LECTURERS FOR BEING CONSIDERED FOR
PROMOTION TO THE POST OF VICE PRINCIPAL

1. Name of the Lecturer :
2. Name of the School in which working :
3. Seniority Number in Lecturer :
4. Employee Code :
5. Date of Birth :
6. Date of Regular Appointment :
i) Primary School Teacher :
ii) Trained Graduate Teacher:
iii) Lecturer with discipline :
7. Educational Qualification :
(Self attested copy of certificate
should be enclosed)
8. Whether belongs to UR/ SC/PH :
(attach a fresh community certificate
and Medical Certificate in respect of PH)
9. Category of Disability with
Percentage :
(attested copy of relevant
certificate should be enclosed)
10. Whether Integrity Certificate is enclosed : Yes / No
11. Whether disciplinary proceedings
pending/Contemplated/undergoing
any punishment? : Yes / No
12. Whether currently undergoing any
punishment inflicted as a result of a
disciplinary case? If so, the details
thereof : Yes / No
13. Whether Under Suspension : Yes /No
14. 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)
15. Whether declined promotion, if so,
details may be furnished :
16. Residential Address with Contact
Number :
17. Remarks, if any :

SIGNATURE OF THE LECTURER

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 of the Lecturer), who is to be considered for promotion to the post of Vice 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 Lecturer, Designation with Subject), 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